MANUAL

OF THE

ANIMAL HUSBANDRY DEPARTMENT

MADRAS STATE

THIRD EDITION

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PREFACE

The first and the second editions of the Manual of the Civil Veterinary Department, Madras, were published under the authority of G.O. Ms. No. 354, Revenue, dated 15th February 1919, and G.O. Ms. No. 955, Development, dated 7th May 1930, respectively. This (third) edition of the Manual of the Animal Husbandry Department, Madras State, has been ordered in G.O. Ms. No. 1424, Agriculture, dated 28th April 1954—R. Dis. No. 622-II/53.

MADRAS,
December 2—1954.

V. R. RAJAGOPALAN,
Director of Animal Husbandry.

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MANUAL OF THE ANIMAL HUSBANDRY DEPARTMENT, MADRAS STATE

CHAPTER I—ORGANIZATION, SERVICE CONDITIONS, Etc.

Section 1—Organization.

1. (1) *Services.*—The Animal Husbandry Department, Madras, which was formerly called the Civil Veterinary Department, is under the control of the Government of Madras and is chiefly made up of—

(i) Officers of the Madras Animal Husbandry Service; and

(ii) Officers of the Madras Animal Husbandry Subordinate Service.

(2) Rules to regulate the method of recruitment, conditions of service, etc., are in the Madras Services Manual.

2. *Administrative staff.*—The administration of the Department is vested in the Director of Animal Husbandry. The Director is assisted by two Deputy Directors at the Headquarters, one to look after the veterinary side of the Department and the other the livestock side. Besides, there is a Personal Assistant, a member of the Madras General Service in charge of general routine office work. There are District Veterinary Officers in charge of the work in the Madras City and the districts. The propaganda section of the department is under the control of the District Veterinary Officer, Madras. Under the District Veterinary Officers, there are Veterinary Assistant Surgeons in charge of Veterinary hospitals and dispensaries and Touring Veterinary Assistant Surgeons whose jurisdiction extends over one or more taluks. Some Touring Veterinary Assistant Surgeons are also in charge of minor veterinary dispensaries at their headquarters. To assist the Veterinary Assistant Surgeons, a certain number of Veterinary and Livestock Inspectors, Compounders and Stockmen are appointed. The Inspector of Livestock, Forest Department, Kozhikode and the Lecturer in Animal Husbandry, Agricultural College, Coimbatore, are borne on the cadre of the Animal Husbandry Department.

3. *Veterinary College.*—The Veterinary College, Madras, is affiliated to the University of Madras. The Principal is the administrative head of the institution and under him there are Professors and Lecturers, who are in charge of the diffierent scientific sections of the College and are assisted by a number of Assistant Lecturers who are non-gazetted officers. There is a veterinary hospital attached to the College. Research work is also undertaken by the various departments of the College along with teaching and diagnostic work.

4. *Institute of Veterinary Preventive Medicine.*—The Institute of Veterinary Preventive Medicine, Ranipet (North Arcot district), manufactures and supplies different Veterinary biological products and is in charge of a Superintendent who is a member of the Madras Animal Husbandry Service. Research work allied to the activities in the Institute is carried on at the Institute.

5. *Disease investigation.*—The Disease Investigation Unit consists of the Veterinary Disease Investigation Officer (Cattle), the Veterinary Disease Investigation Officer (Poultry) and the Assistant Disease Investigation Officer (Sheep and Goats).

6. *Livestock section.*—The Livestock Section consists of the Poultry Development Officer, the Sheep and Goat Development Officer, the Special Officer for Artificial Insemination of Cattle, the Inspector of Key Villages and the Superintendents in charge of the Livestock Farms. The Poultry Research Station, Teynampet, Madras, is working under the direct supervision of the Poultry Development Officer.

Section 2—Definitions.

7. For the purpose of this manual, unless specifically stated—

(1) " Department " means the Animal Husbandry Department, Madras.

(2) " Head Office " means the office of the Director of Animal Husbandry, Madras.

(3) " Director " means the Director of Animal Husbandry, Madras.

(4) " Controlling Officer " means the superior Gazetted Officer who is also the head of office and drawer of bills.

(5) The term " Veterinary Assistant Surgeon " wherever context permits includes other executive subordinates of the same class such as Farm Managers, Dairy Assistants, etc.

Section 3—Appointments.

8. *Appointing authority.*—(1) Appointments and confirmations of members belonging to all subordinate services of the department are ordered by the Director but the Controlling Officers are empowered to appoint lower division clerks, attenders, ward attenders, carpenters, maistries, peons and menials in their respective spheres. Confirmation of lower division clerks will, however, be subject to the approval of the Director. Copies of orders regarding the appointment made by the Controlling Officers except in the case of peons and menials should be communicated to the head office.

(2) Appointment of Veterinary Assistant Surgeons and allotment of clerks are made by the Director in consultation with the Madras Public Service Commission.

9. *Oath of allegiance to the constitution.*—(1) All Government servants should take an oath of allegiance to the Constitution of India before the head of the office in the form prescribed below :—

"I do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the constitution of India as by law established and that I will carry out the duties of my office, loyally, honestly and with impartiality."

(2) A register in the following form should also be kept in each office for each different grade of Government servants :—

Serial number.	Name of Government servant.	Date on which oath/affirmation was taken/made.	Whether an "oath" or affirmation was taken/made.	Designation of the officer before whom the oath/affirmation was taken/made.	Signature of the officer.
(1)	(2)	(3)	(4)	(5)	(6)

(G.O. No. 2630, Public, dated 25th September 1953 ; D. Dis. No. 6518-III/53.)

10. *Proposals for continuation of temporary posts.*—When a post is sanctioned as a temporary measure for a fixed period, proposals for the further continuance or otherwise of such post should be submitted by the Controlling Officer to the Director at least two months before the date of expiry of the existing sanction.

(D. Dis. No. 7198-III/46.)

11. *Advertisement.*—(1) Vacancies of posts of which the pay is lower than Rs. 30 a month, either fixed or on a time-scale should not be advertised in the *Fort St. George Gazette.*

(G.O. No. 616, Public, dated 5th March 1945 ; D. Dis. No. 1100-III-/45.)

(2) Application forms for appointment to public services requiring supply of information regarding race, religion, caste, etc., should contain a column as follows :—

(i) Religion (this information is intended only for statistical purposes).

NOTE.—The words in brackets should be in the form.

(ii) Does the candidate belong to the Scheduled Castes or the Scheduled Tribes or other Backward classes specified in the Madras Educational Rules or is he a convert from the Scheduled Castes or Scheduled Tribes ? If so, please specify.

12. *Intimation to the Madras Public Service Commission.*—Copies of orders in the following cases should be sent by the authority concerned to the Madras Public Service Commission so that the latter may be in a position to know whether its recommendations have been accepted or not :—

(1) Orders of appointment, confirmation or promotion, as the case may be, in cases where the Madras Public Service Commission has been consulted in regard to—

(*a*) the selection of candidates for appointment to any State or Subordinate Service or Special post by direct recruitment.

(*b*) the selection of candidates for appointment to any permanent post in a State Service by promotion from a subordinate service ; and

(*c*) confirmation or promotion of probationers or persons already in Government service.

(2) Orders of appointment in the case of candidates selected by the Commission for appointment as clerks or typists in Government offices in the State.

(3) Final orders in disciplinary or other cases where the Commission has been consulted.

13. *Peons—Sanctioned scale.*—The standard scale for the employment of peons approved by Government is as follows :—

(*a*) *Officers*—

	Number of peons that may be employed.
(1) Head of departments	One peon for office and two peons for residence.
(2) Other touring Gazetted Officers ..	One peon for office and one peon for residence.
(3) All other Gazetted Officers (non-touring and all touring non-gazetted officers, having peons).	One peon each.

(*b*) *Office.*—Two peons for office employing less than ten clerks and an additional peon for every eight additional clerks.

(G.O. No. 326, Finance, dated 5th April 1948 ; D.Dis. No. 9447-III/46.)

NOTE.—Office peons should not be employed by the officers for domestic services.

(G.O. No. 1364, Public, dated 4th June 1948 ; D.Dis. No. 5225-III/48.)

14. *Scheduled Castes and Scheduled Tribes.*—A statement in the following form showing the number of persons, belonging to Scheduled Castes and Scheduled Tribes in Government service as on 30th September each year should be submitted by the departmental officers to the Director

so as to reach the Head Office not later than 10th October for reporting the percentage to Government for incorporation in the annual report of the Commissioner for the Scheduled Castes and Scheduled Tribes :—

A. Scheduled Castes.

Kind of Government servants.	Permanent. Number of permanent posts in each category.	Permanent. Number of persons belonging to Scheduled Castes in each category.	Temporary. Number of temporary posts in each category.	Temporary. Number of persons belonging to Scheduled Castes in each category.
(1)	(2)	(3)	(4)	(5)
1 Gazetted Officers				
2 Veterinary Assistant Surgeons.				
3 Compounders and Stockmen Compounders.				
4 Veterinary and Livestock Inspectors.				
5 Clerks				
6 Peons				
7 Attenders				
8 Other Non-Gazetted Officers.				

B. Scheduled Tribes.

Same as above.

(D.Dis. No. 12651-III/52 ; 14073-III/52.)

Section 4—Leave.

15. *Casual leave (ordinary).*—(1) Casual leave is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as regular leave under the Fundamental Rules or the Madras Leave Rules. It is not intended ordinarily for rest or change but is meant to meet emergencies. Instances of such emergencies are temporary indisposition, the illness or death of near relatives, the performance of religious rites, the obtaining of medical advice or assistance, the meeting, escorting or seeing off of wife or children at a port or distant railway station, the adjustment of urgent family or business affairs and the like. An Officer on casual leave is considered as on duty.

(Audit Manual, Appendix 9—Rule 1.)

(2) *Limit.*—Casual leave cannot be taken in combination with any recognized leave under the Fundamental Rules or the Madras Leave

Rules, or with joining time or with vacation. It can, however be combined in any manner with Sundays or other authorized holidays provided that the period of absence at a stretch on casual leave inclusive of Sundays or other authorized holidays does not exceed ten days. The aggregate amount of casual leave which any officer of Government may have during the course of one callender year, shall not exceed 15 days exclusive of Sundays and holidays. The fact that a maximum amount of casual leave has been fixed for a year does not mean that the Officer is entitled to take the full amount of casual leave as a matter of course.

(3) *Casual leave to menials.*—Menials paid from contingencies whose service is non-pensionable may be granted casual leave according to the procedure laid down in the above paragraph and continuous absence from duty restricted to ten days inclusive of holidays with the maximum of seven days casual leave. Regular coolies working in the Livestock Section are governed by the rules contained in Chapter XII—Section 9.

(D.Dis. No. 8372-III/48.)

16. *Procedure.*—(1) Application for the amount of casual leave required or for permission to avail any holiday should be made to the Controlling Officer. Gazetted Officers should specifically state in their application for casual leave what arrangements they propose to make for the disposal of urgent work during their absence. In the absence of any such particulars or if the arrangements proposed are not considered satisfactory, the casual leave or permission applied for may not be granted.

(2) The subordinates should apply for the casual leave required by them to their respective Controlling Officers for sanction and obtain orders before the leave is taken. It should be applied for sufficiently early, especially by the Veterinary Assistant Surgeon in charge of a Veterinary Institution, to enable the Controlling Officer to make the necessary arrangements for his relief.

(3) A Veterinary Assistant Surgeon in charge of a Veterinary Institution shall not be allowed to proceed on causual leave even for a day, except under very special circumstances, until arrangements can be made to relieve him. The nearest available Veterinary Assistant Surgeon should be used for this purpose.

(4) A Veterinary Assistant Surgeon on itinerating duty who is ordered to relieve a Veterinary Assistant Surgeon in charge of a Veterinary institution granted casual leave should, if the orders are received late, use his discretion and ascertain from the Veterinary Assistant Surgeon in charge of the Institution, if necessary by wire, whether the latter still desires to avail himself of the leave before undertaking any journey.

(5) Veterinary Assistant Surgeons in charge of Veterinary Institutions and Touring Veterinary Assistant Surgeons are authorized to grant casual leave to the servants working under them, the Controlling Officer concerned being informed immediately in each case.

17. *Casual leave (special).*—(1) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances :—

(i) Presence of infectious disease in his house.

(ii) When detained in a plague camp on the way to rejoin duty.

(iii) For undergoing anti-rabic treatment.

(iv) When summoned by Court under certain circumstances.

(v) To those who are volunteers in the Indian Army for attending camps of exercise, etc.

(Audit Manual, Appendix 9—Rule 7.)

(2) The following diseases are treated as infectious diseases for the purpose of the grant of special casual leave :—

1 Small-pox.	4 Plague.	7 Acute Influential Pneumonia.
2 Chicken-pox.	5 Cholera.	8 Diphtheria.
3 Measles.	6 Typhoid.	9 Cerebro-spinal meningities.

(G.O. No. 225, Finance, 6th April 1936.)

(3) The Controlling Officer may order a Government servant to absent himself from duty on the certificate of a medical officer on account of the presence of infectious disease in his house provided that no substitute is appointed and no extra cost to Government is involved. If, however, a substitute is necessary, or if the Government servant himself catches the infection, ordinary leave debitable to the leave account of the Government servant should be granted.

(Audit Manual, Appendix 9—Rule 7.)

(4) Special casual leave shall not ordinarily be granted for a period exceeding 21 days but in exceptional circumstances, it may be granted up to 30 days.

(G.O. No. 225, Finance, 6th April 1936.)

(5) In the case of measles or chicken pox, special casual leave should not be sanctioned unless the Health Officer of the area considers that because of the doubt as to the true nature of the disease, for example, smallpox, there is reason for the grant of such leave.

(6) Three days casual leave on full pay may be granted to Government servants for the purpose of being inoculated against bubonic plague. The leave will not count against the casual leave permissible under the rules.

[Civil Medical Code, Paragraph 162 (vii).]

(7) Government servants in the last grade or menial service who are temporarily incapacitated on account of plague inoculation may be granted special casual leave for two days and one day in the case of typhoid or cholera inoculation.

(D.Dis. No. 4114-III/46 ; No. 8161-III/46.)

(8) Special casual leave can be granted for 15 days for undergoing anti-rabic treatment if the Government servant concerned is employed in a place which is the treatment centre and special casual leave for 15

Rules, or with joining time or with vacation. It can, however be combined in any manner with Sundays or other authorized holidays provided that the period of absence at a stretch on casual leave inclusive of Sundays or other authorized holidays does not exceed ten days. The aggregate amount of casual leave which any officer of Government may have during the course of one callender year, shall not exceed 15 days exclusive of Sundays and holidays. The fact that a maximum amount of casual leave has been fixed for a year does not mean that the Officer is entitled to take the full amount of casual leave as a matter of course.

(3) *Casual leave to menials.*—Menials paid from contingencies whose service is non-pensionable may be granted casual leave according to the procedure laid down in the above paragraph and continuous absence from duty restricted to ten days inclusive of holidays with the maximum of seven days casual leave. Regular coolies working in the Livestock Section are governed by the rules contained in Chapter XII—Section 9.

(D.Dis. No. 8372-III/48.)

16. *Procedure.*—(1) Application for the amount of casual leave required or for permission to avail any holiday should be made to the Controlling Officer. Gazetted Officers should specifically state in their application for casual leave what arrangements they propose to make for the disposal of urgent work during their absence. In the absence of any such particulars or if the arrangements proposed are not considered satisfactory, the casual leave or permission applied for may not be granted.

(2) The subordinates should apply for the casual leave required by them to their respective Controlling Officers for sanction and obtain orders before the leave is taken. It should be applied for sufficiently early, especially by the Veterinary Assistant Surgeon in charge of a Veterinary Institution, to enable the Controlling Officer to make the necessary arrangements for his relief.

(3) A Veterinary Assistant Surgeon in charge of a Veterinary Institution shall not be allowed to proceed on causual leave even for a day, except under very special circumstances, until arrangements can be made to relieve him. The nearest available Veterinary Assistant Surgeon should be used for this purpose.

(4) A Veterinary Assistant Surgeon on itinerating duty who is ordered to relieve a Veterinary Assistant Surgeon in charge of a Veterinary institution granted casual leave should, if the orders are received late, use his discretion and ascertain from the Veterinary Assistant Surgeon in charge of the Institution, if necessary by wire, whether the latter still desires to avail himself of the leave before undertaking any journey.

(5) Veterinary Assistant Surgeons in charge of Veterinary Institutions and Touring Veterinary Assistant Surgeons are authorized to grant casual leave to the servants working under them, the Controlling Officer concerned being informed immediately in each case.

17. *Casual leave* (*special*).—(1) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances :—

(i) Presence of infectious disease in his house.

(ii) When detained in a plague camp on the way to rejoin duty.

(iii) For undergoing anti-rabic treatment.

(iv) When summoned by Court under certain circumstances.

(v) To those who are volunteers in the Indian Army for attending camps of exercise, etc.

(Audit Manual, Appendix 9—Rule 7.)

(2) The following diseases are treated as infectious diseases for the purpose of the grant of special casual leave :—

1 Small-pox.
2 Chicken-pox.
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4 Plague.
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6 Typhoid.
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9 Cerebro-spinal meningities.

(G.O. No. 225, Finance, 6th April 1936.)

(3) The Controlling Officer may order a Government servant to absent himself from duty on the certificate of a medical officer on account of the presence of infectious disease in his house provided that no substitute is appointed and no extra cost to Government is involved. If, however, a substitute is necessary, or if the Government servant himself catches the infection, ordinary leave debitable to the leave account of the Government servant should be granted.

(Audit Manual, Appendix 9—Rule 7.)

(4) Special casual leave shall not ordinarily be granted for a period exceeding 21 days but in exceptional circumstances, it may be granted up to 30 days.

(G.O. No. 225, Finance, 6th April 1936.)

(5) In the case of measles or chicken pox, special casual leave should not be sanctioned unless the Health Officer of the area considers that because of the doubt as to the true nature of the disease, for example, smallpox, there is reason for the grant of such leave.

(6) Three days casual leave on full pay may be granted to Government servants for the purpose of being inoculated against bubonic plague. The leave will not count against the casual leave permissible under the rules.

[Civil Medical Code, Paragraph 162 (vii).]

(7) Government servants in the last grade or menial service who are temporarily incapacitated on account of plague inoculation may be granted special casual leave for two days and one day in the case of typhoid or cholera inoculation.

(D.Dis. No. 4114-III/46 ; No. 8161-III/46.)

(8) Special casual leave can be granted for 15 days for undergoing anti-rabic treatment if the Government servant concerned is employed in a place which is the treatment centre and special casual leave for 15

days plus the time required to go and return from the nearest treatment centre, if he is employed in a place which is not a treatment centre, provided that if his absence makes it necessary for a substitute to be appointed during this period, the period of absence may, under the orders of the Government, be treated as extra leave on full average pay not debitable to his leave account and not as casual leave. Any further leave required should be leave on full or half average pay, as the case may be, debitable to his leave account.

(9) The grant to last grade servants of extra leave on full average pay contemplated in the above paragraph is not subject to the usual conditions that there should be no extra expense to the Government.

(10) When summoned to serve as a juror or assessor to give evidence before a Court in the Indian Dominion or Foreign Territory as a witness in Civil and criminal cases in which the Government servants' private interests are not in issue, special casual leave can be granted to cover the total period of absence necessary. In all other cases, such absence will be treated as ordinary casual leave or any other leave to which he will be entitled under the rules. The Government servant concerned should submit along with his application, for such special casual leave a certificate to the effect that his private interests are not involved in the case.

[Audit Manual, Appendix 9—Rule 7 (iii).]

(11) When volunteers of the Indian Army who are Government servants, attend camps of exercise and rifle meetings with the permission of the heads of their departments, they will be considered to be on casual leave during the periods of their absence from duty ; and such leave shall not count against the casual leave for which a Government servant is ordinarily eligible.

18. *Compensation leave.*—(1) A Government servant who is called upon to attend office on a public authorized holiday, except as a punishment, should be granted another day in its place when opportunity occurs.

(2) Not more than ten such holidays in all may be taken in a calendar year and no such holiday shall be taken after the expiry of six months from the public holiday for which it is substituted.

(3) Though a Government servant is eligible for compensatory leave, he is not entitled to this concession of compensatory holidays in lieu of holidays spent on tour.

(G.O. No. 942, Public, 17th October 1903 ; D.Dis. No. 858-III/53 and G.O. No. 1569, Public, 11th January 1953 ; D.Dis. No. 3995-III/53.)

19. (1) *Leave (other than casual leave).*—General rules regarding the leave admissible to the gazetted, non-gazetted and last grade Government servants are laid down in the Fundamental Rules and the Madras Leave Rules, 1933.

(2) The Director will grant leave of all kinds other than casual leave, to Veterinary Assistant Surgeons, Veterinary and Livestock Inspectors, Stockmen and Compounders (except those employed in other Government

departments) and to Upper Division Clerks. But in really urgent cases, the Controlling Officer may arrange for the relief of the incumbent to proceed on any kind of leave in anticipation of sanction by the Director and intimate the fact to the Head Office for approval of the action taken.

(3) The Controlling Officers are authorized to grant leave for short periods not exceeding a month to the subordinates under their control provided that no substitute is appointed.

(D.Dis. No. 303-III/49.)

(4) A monthly statement showing the details of leave granted to Veterinary Assistant Surgeons, etc., by the Departmental Officers should be submitted to the Head Office in the following form not later than the 15th of the succeeding month :—

Serial number.	Name.	Nature of leave.	Extent of leave	From	To	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Y. M. D.	DATE.	DATE.	

(5) In the case of subordinates of the department employed in other Government departments, leave will be granted by the Controlling Officer of the Department in which they are working, but the leave allowance will be debited to this department.

(6) The leave of the Veterinary Assistant Surgeons lent to foreign bodies will be sanctioned by the Director after obtaining a certificate of eligibility from the Audit Officer, who is responsible for the recovery of the leave and pensionary contribution. In these cases also, the leave salary will be debited to this department.

(7) Veterinary Assistant Surgeons and Upper Division Clerks should submit their applications for leave other than casual leave to the Head Office through their Controlling Officer, who, while forwarding the applications for sanction, will append a certificate in the following form and will also specifically state whether the leave is recommended and if so, what arrangements he proposes to make. The applications of Veterinary and Livestock Inspectors, Stockmen and Compounders for leave should be submitted both through the Veterinary Assistant Surgeon under whom they are working and the Controlling Officer concerned.

"Certified that ________________ (Name and designation) is eligible for ______________ (kind of leave) for __________ months ______ days on ______________ as per rule of the Fundamental Rules/Madras Leave Rules, 1933."

20. (1) Leave cannot be claimed as of right. When the exigencies of the Public Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. (F.R 67.)

(2) An officer should state the exact period of leave required in the first instance and should not apply for extensions except under very

special circumstances. An extension will not generally be granted to an officer about whom orders for his posting on return from leave have already been issued.

(3) No officer may leave the limits of his jurisdiction, in anticipation of leave being sanctioned, unless he receives permission to do so from his Controlling Officer. This permission should be given only in cases of urgent necessity.

(4) No officer having once been granted leave for a particular period can rejoin duty before it has expired without the permission of the officer granting it. A Government servant returning to duty at a time other than that fixed for him by the authority which granted him leave has no claim to be appointed to any particular post and is liable to be kept on subsistence grant until a suitable vacancy occurs.

(Fundamental Rule 72, Instruction 2.)

(5) An officer should communicate his address during leave to the Controlling Officer before proceeding on leave.

21. (1) Leave ordinarily begins on the day on which the charge of the post is handed over and ends on the day preceding that on which the charge is resumed.

(Fundamental Rule 68.)

(2) When the day immediately preceding the day on which Government servant's leave begins or immediately following the day on which his leave or joining time expires, is a holiday or a series of holidays, the Government servant may be permitted to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays provided that—

(*a*) his transfer or assumption of charge does not involve the handing over or taking over of securities or of moneys other than a permanent advance ;

(*b*) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties ; and

(*c*) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

(Fundamental Rule 68, Subsidiary Rule 1.)

(3) Unless the authority sanctioning the leave or transfer in any case otherwise directs—

(i) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays, and

(ii) if holidays are affixed to leave or joining time, the leave or joining time is treated as having terminated on, and any consequent

rearrangement of pay and allowances take effect from, the day on which the leave or joining time would have ended if holidays had not been affixed.

(Fundamental Rule 68, Subsidiary Rule 3.)

22. (1) A non-gazetted Government servant who has been granted leave on medical certificate should not return to duty until he has produced a medical certificate of fitness in the following form from a qualified Government Medical Officer or a Registered Medical Practitioner.

"I Civil Surgeon of/a Registered Medical Practitioner of do hereby certify that I have carefully examined A.B.C. of the department and find that he has recovered from his illness and is now fit to resume duties in Government Service.

I also certify that before arriving at this decision, I examined the original medical certificate and statement of the case (or certified copies thereof) on which leave was granted, and have taken these into consideration in arriving at my decision."

(Fundamental Rule 71 and G.O. No. 428, Finance, dated 10th July 1935.)

NOTE.—Licentiates in Indian Medicine who have had their names registered under the rule for the registration of practitioners of Indian Systems of Medicine approved by the Government are permitted to grant medical certificates in respect of persons examined or treated by them.

(G.O. No. 439, P. H., dated 11th February 1947 ; D.Dis. No. 3756-III/47.)

(2) A Government servant who has taken leave on medical certificate should produce the original certificate and statement of the case on which the leave was granted or extended before the authority asked to certify fitness to return to duty. In order to facilitate this procedure, the original medical certificate and the history of the case should be prepared in duplicate, one copy of which the officer proceeding on leave should take with him for presentation to the Medical Officer or Practitioner who examines him for fitness before he returns to duty.

(3) The authority by whom leave has been granted to a Government servant for reasons of health, though not on a medical certificate has power to require the submission of a medical certificate of fitness before he returns from leave.

(Fundamental Rule 71.)

23. A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence. This period will be debited against his leave account as though it were leave on half average pay, unless his leave is extended by a competent authority.

(Fundamental Rule 73.)

24. *Vacation.*—(1) The staff of the Veterinary College, Madras, are considered to be in a vacation department. Any period of recess which exceeds fifteen days in duration shall be treated as a vacation.

(2) A Government servant, serving in a vacation department, shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by general or special order of

a higher authority to forego such vacation or a portion of such a vacation, provided that, if he enjoys not more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of it.

(Fundamental Rule 82, Subsidiary Rule 6.)

(3) The Principal will submit to the Director by the 15th of March each year, the names of the Gazetted and non-Gazetted Officers detailed for duty during the vacation, for approval.

(4) A further report should be sent by the Principal to the Director by the 5th July each year showing the changes, if any, that took place in the periods of duty performed by the Gazetted Officers detailed for duty, during the vacation, and if there was no change, a "nil" report should be sent.

Section 5—Transfers.

25. *Gazetted Officers.*—Gazetted Officers of the department while proceeding on leave or transfer shall sign a certificate of transfer of charge in T. & A. Form No. 7 and send copies of it (i) to the immediate superior Gazetted Officer, (ii) Director of Animal Husbandry, (iii) Accountant-General, Madras, (iv) the Chief Secretary to Government, Public Department, Madras. There is no need to send a copy of it to the Secretary to Government, Agriculture Department, Madras.

(D.Dis. No. 10408-III/51.)

26. *Powers.*—(1) Transfer of the members of the subordinate and last grade services from one station to another is ordered by the Director. The District Veterinary Officers may, however, transfer the staff working under them from one place to another within their jurisdiction; but such transfers should be restricted to cases where they are absolutely necessary in the interest of public service. Transfer of staff other than peons and menials ordered by the District Veterinary Officers should at once be reported to the Head Office.

(No. 7935-III/47.)

(2) In transferring the staff, private convenience of officers should not override the public interest. Officers should, as far as possible, have a working knowledge of the local languages of the areas in which they are employed. Real and effective endeavour should be made to eliminate all avoidable transfers, especially transfers over long distances. Transfers in the middle of the year need not be made simply because officers may have finished the prescribed term of service, if any, in a particular place.

(3) A series of transfers should not also ordinarily be made. A transfer on request which involves a corresponding transfer of another officer should as a rule not be permitted unless both the officers wish for the interchange and agree to forego travelling allowance. There is, however, no objection to grant full joining time to a person transferred at his own request, but he will not be entitled to be paid while on joining time unless his transfer is made in the public interest.

(D.Dis. No. 247-III/53; D.Dis. No. 1074-III/45; G.O. No. 344, Finance, dated 23rd October 1934; G.O. No. 501, Public, dated 2nd March 1948; D.Dis. No. 2597-III/48.)

27. *Periodical transfers.*—(1) Veterinary Assistant Surgeons and Upper Division Clerks are subject to periodical transfers, the period of stay at any one station not ordinarily exceeding three years except in special cases, where it may, for reasons to be recorded in writing be extended up to a limit of five years. The Assistant Lecturers employed in the Veterinary College and the Veterinary Assistant Surgeons in the Institute of Veterinary Preventive Medicine may, as a special case and if necessary, be retained for a period of not more than five years with the previous consent of the Director. If any Assistant Lecturer has to be retained in the College beyond five years for clearly and definitely stated reasons, his competence and teaching capacity should be reviewed every two years thereafter.

(2) In the case of purely ministerial servants in the Animal Husbandry Department, the time limit of general transfer will be five years. No transfer of peons and other last grade servants employed in the department need be made at any periodical intervals and they may be retained in the same station without any time limit, as far as possible.

(G.O. No. 5293, Development, 10th December 1952 ; D.Dis. 13713-III/52 ; G.O. No. 1059, Development, 25th April 1939 ; D.Dis. No. 1353-III/39.)

(3) As a general rule, the Veterinary Assistant Surgeons of this department should be posted to hold charge of Veterinary Institutions after an initial service of five years in the field and thereafter shifted at periodical intervals of say three years, to touring work and hospital work alternatively with a view to keep them fit for executive duty.

(4) In special cases compounders attached to Veterinary Institutions may be transferred to work as stockmen-compounders under Touring Veterinary Assistant Seurgons and *vice versa* depending on the suitability of individual compounders for stockmen's duties.

(D. Dis. No. 8257-III/46.)

(5) Copies of the orders of transfers of officers from places where they did not serve the prescribed period of three years should be submitted to the immediate superior authority with explanations for such premature transfers.

(D. Dis. No. 10778-III/51.)

28. (1) When transfers among subordinates are made by the Head Office, they should be given effect to immediately. No effort should be made by the Controlling Officers to get any particular transfer delayed or cancelled except for strong and convincing reasons which should be reported to the Director immediately on receipt of a copy of the transfer order.

(2) Instances have come to the notice of Governments, of officials applying for and taking leave when they are transferred from one station to another. In many such cases there are no valid reasons for taking leave and the object obviously is merely to evade the orders of transfer. It is incumbent on Government servants to serve wherever they are asked to, in the public interest, and attempts to defeat the orders of the competent authority would constitute indiscipline. Applications for

leave of such nature will be taken serious notice of and may lead to disciplinary action against the Government servants concerned unless in any particular case, judged on its merits, lenient treatment is called for. Nobody should request for a transfer to a particular place or area.

(Government Memorandum No. 236, Public, 3rd March 1947; D. Dis. No. 2147 III/47.)

(3) *Periodical list of Veterinary Assistant Surgeons.*—Every controlling officer should submit to the Director a quarterly statement of Veterinary Assistant Surgeons, Veterinary and Livestock Inspectors, stockmen and compounders working under him in the form given below so as to reach the Head Office before the 5th January, 5th April, 5th July and 5th October :—

Serial number.	Name of the post.	Name of the person holding the post.	Total service in completed years.	Service in the district.	Present continuous service in the district.	Service in the present post.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				YRS. MS.	YRS. MS.	YRS. MS.	

29. *Transfer of charge.*—(1) When a transfer from one station to another is ordered, the officer transferred should not leave his charge until relieved by his successor, unless it is otherwise stated in the transfer order.

(2) When an officer is transferred, he should invariably give previous intimation to the officer to be relieved of the probable date of his arrival at the new station to enable the latter to be ready to hand over charge without delay.

(3) Charge of an office should not ordinarily be assumed on a Sunday.

(4) A relieving officer should submit to the controlling officer concerned, a transfer of charge certificate in the form given below signed both by himself and the relieved officer and also an acknowledgment for the permanent advance, if any.

Form of certificate of transfer of charge.

Certified that we have on the fore/afternoon of this day under orders of the....................conveyed in his Telegram/Proceedings/Memorandum No.................dated.............respectively made over and received charge at the headquarters, viz..............of the office of the ....both officers being present.

Dated....................

Signature of the relieved Officer.

Signature of the relieving Officer.

Address of the relieved officer during joining time or leave.

(5) The relieved officer should invariably furnish his address during joining time in the transfer of charge certificate. Failure to do so may entail loss of travelling allowance.

(6) A relieving officer should also verify the stock of articles and stores with the registers and certify as to the correctness of the stock taken over. This certificate should be submitted along with the transfer of charge certificate to the controlling officer.

(G.O. No. 360, Finance, 23rd May 1927.)

30. (1) An officer posted to an acting appointment will, on relief by the permanent incumbent, revert to his previous post in the absence of any orders to the contrary.

(2) A reserve Veterinary Assistant Surgeon posted in any acting vacancy will, on relief, report himself for duty at the nearest Veterinary Institution in the absence of any orders and submit a report of his having done so to the controlling officer concerned and the Head Officer through the Veterinary Assistant Surgeon of the Institution.

(3) When an officer of the reserve staff who has been posted to a charge temporarily either to relieve or to help the permanent incumbent, leaves that charge, he should hand over to the permanent incumbent the office copies of all his diaries and other returns, to enable the latter to include the work done by the temporary incumbent in his annual report.

31. *Joining time.*—(1) Joining time is granted to an officer, amongst other objects, for the purpose of enabling him to take over charge of a new office. The change of an office will not be completed until the certificate of transfer of charge has been signed by both the relieving and relieved officers. When once the transfer of charge certificate is signed, the relieved officer will be regarded as on joining time and must take charge of his new office before its expiry. Ordinarily the transfer should be completed before the expiry of the joining time admissible under the rules and it is the duty of the officer transferred to arrive at the new station in time to complete the transfer within the joining time. In cases in which the transfer of charge is not completed within the period of joining time admissible, the relieving officer will be considered to have exceeded his joining time, and the period so exceeded may be treated as leave on loss of pay. In no case can two officers draw pay in respect of the same post for the same period.

(2) Joining time is calculated as shown below :—

Not more than one day is allowed for joining a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday or Sunday counts as a day for the purpose of this rule. No joining time is admissible where the change of post does not involve an actual change of office. Transfers which do not involve change of building should not be treated as involving

change of office for the purpose of this rule and no joining time is admissible in such cases. In exceptional cases, however, the Director may sanction one day's joining time with reference to the facts of each case.

(D. Dis. No. 3021-III/45; Fundamental Rule 106.)

32. (1) In cases involving a change of station the joining time allowed to a Government servant is subject to a maximum of 30 days. Six days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows :—

For that portion of the journey which he travels or might travel at one day for each

by railway	250 miles.	*or* any longer time actually occupied in the journey.
by ocean steamer ..	200 miles.	
by motor or steam launch.	80 miles.	
by motor car or horse-drawn conveyance plying for public hire.	80 miles.	
in any other way ..	15 miles.	

Note.—(*a*) An extra day is allowed for any fraction of the distance mentioned above.

(*b*) Travel by road not exceeding five miles to or from a railway station at the beginning or end of a journey does not count for joining time.

(*c*) Different non-continuous road journeys of more than five miles performed in connexion with a single transfer should be treated as a continuous journey and joining time calculated accordingly.

(*d*) When part of a journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

(*e*) A Sunday does not count as a day for computing the preparation period of six days but Sundays are included in the period allowed for the actual journey and in the maximum period of 30 days.

[Fundamental Rule 106, Subsidiary Rule 2 (*a*).]

(2) By whatever route a Government servant actually travels, his joining time shall, unless the Director for special reasons otherwise orders, be calculated by the recognized route, i.e., the route which travellers ordinarily use.

(Fundamental Rule 106, Subsidiary Rule 3.)

33. (1) If a Government servant is authorized to make over charge of a post elsewhere than at its headquarters his joining time shall be calculated from the place at which he makes over charge.

(Fundamental Rule 106, Subsidiary Rule 4.)

(2) The joining time of an officer who is appointed to a new post while in transit from one post to another begins on the day following that on which he receives the order of appointment but no second period of six days for preparation is admissible.

(Fundamental Rule 106, Subsidiary Rule 7.)

(3) If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge

of his old post should be included in his leave unless the leave taken is on medical certificate. In the latter case he may be allowed the joining time calculated for the journey from his old station to the place to which he has proceeded on his route to the new station.

(Fundamental Rule 106, Subsidiary Rule 8.)

34. (1) If a Government servan is appointed to a new post while on leave on average pay of not more than four months' duration under the Fundamental Rules or on earned leave of not more than 120 days in the case of superior service and 50 or 30 days as the case may be in the case of last grade service under the Madras Leave Rules, 1933, his join ing time shall be calculated from his old station or from the place at which he received the order of appointment whichever calculation will entitle him to the less joining time.

(Fundamental Rule 106, Subsidiary Rule 9.)

(2) Only one day's joining time is admissible to a Government servant, who proce ds on leave on average pay not exceeding four months under Fundamental Rules or on earned leave for 120 days 0 or 30 days as the c se may be under the Madras Leave Rules, 1933, from his old post and is at the end of it transferred to a new post at another station where he is spending his leave and receives the order of posting.

(Fundamental Rule 106, Subsidiary Rule, 9 Audit Instructions.)

(3) If vacation is combined with leave the period of vacation will also be counted as leave for determining the maximum period of leave for the purpose mentioned in the above two paragraphs.

(Fundamental Rule 105, Note 1.)

(4) In cases falling under sub-paragraphs (1) to (3) above in which the Government servant joins his post before the expiry of leave and joining time, the officer responsible for the maintenance of his leave account may, without reference to the authority which granted the leave, deduct full joining time in reckoning the amount of leave to be debited to the Government servant's leave acc unt.

(Fundamental Rule 106, Subsidiary Rule 9.)

(5) An officer deputed for training will be allowed only the time actually required for the journey between the place of training and the station from which he proceeds.

(Fundamental Rule 105, Note 2.)

35. In cases of transfers made from and to places involving the performance of road journeys of more than five miles, the staff should invariably report to the controlling officers the nearest railway stations to their old and new stations with the distances thereto by the recognized routes and whether such road journeys were performed by motor or horse-drawn conveyance plying for public hire or by other means, in order to enable the controlling officers to decide the correctness or otherwise of the joining time availed of and to pass the pay bills in time. If the journeys in question are performed by other means when public conveyances are available, sufficient and convincing reasons should be given for doing so.

36. *Section register.*—Every Controlling Officer should maintain a register in manuscript in the forms Nos. (1), (2) and (3) of Appendix J (2) showing appointments, transfers, leave, etc., of the staff working under him for ready reference and to facilitate the posting of entries in the service books, service rolls and leave accounts. Only one register should be maintained setting apart a number of pages for each kind of form.

Section 6—Promotions.

37. *Promotions to Gazetted rank.*—Promotions from non-gazetted to gazetted posts are made by Government. Any attempt on the part of a Government servant to utilise outside influence in order to secure official promotion will be regarded as evidence of the Government servants unfitness to succeed in fair and open competition. It also contravenes the Government Servants' Conduct Rules, the penalty for which is the withholding of promotion.

(Government Memorandum No. 499, Public, 20th May 1947 ; D. Dis. No. 4327-III/47.)

38. *Increments.*—An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by the competent authority if the former's conduct has not been good or his work has not been satisfactory. The appointing authority will sanction the increment of the non-gazetted superior and last grade staff working under him.

(Fundamental Rule 24.)

39. *Periods counting for increment.*—(1) All duty in a post on a time-scale counts for increment in that time-scale.

(Fundamental Rule 26.)

(2) Service in another post, whether in a substantive or officiating capacity, service on deputation or on leave other than extraordinary leave, and foreign service of a permanent Government servant counts for increments in the time-scale applicable to the post on which he holds a lien as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien, had his lien not been suspended.

(3) If a Government servant while officiating in a post or holding a temporary post on a time scale of pay is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increments in the time-scale applicable to such lower post, the period of officiating service in the higher post which counts for increment in the lower post being restricted to the period during which he would have officiated in the lower post but for his appointment to the higher post.

(4) If a Government servant's substantive tenure of a temporary post is interrupted by duty in another post or by leave other than extraordinary leave or by foreign service, such duty, leave or foreign service

counts for increment in the time-scale applicable to the temporary post if the Government servant returns to the temporary post.

[Fundamental Rule 26 (*d*) and Audit Instructions.]

40. *Periods not counting for increment.*—(1) Non-continuous officiating service of an officiating Government servant with no substantive appointment shall not count for increment in a time-scale.

(Fundamental Rule 35, Note 2.)

(2) Leave taken during the officiating service of a Government servant on a time-scale rate of pay does not count for increment in that time scale. Temporary Government servants other than those already declared as substantive holders of temporary posts shall be considered as officiating Government servants.

[Fundamental Rule 26 (*b*), Audit Instructions.]

(3) A period of overstayal of leave does not count for increment.

(4) If a Government servant is suspended for misconduct, neither the period of suspension nor any period of service preceding the suspension shall be allowed to count towards the period necessary to earn an increment.

(G.O. No. 9, Public, 5th January 1926.)

(5) In the case of increments falling due while on leave or during transit on the expiry of leave, the increased pay should be claimed only from the date of rejoining duty from leave or from the date of assuming charge of the new post on the expiry of leave and transfer.

41. *Sanction of increment.*—(1) The Veterinary Assistant Surgeons, compounders, etc., should submit their applications for increments to the Controlling Officers concerned a month before they are due. The applications of compounders and stockmen should be submitted through the Veterinary Assistant Surgeon under whom they are working.

(2) No separate applications are necessary for the increment due to last grade Government servants. In such cases, the sanctioning authorities shall, with reference to the service records maintained by them, call for reports, where necessary, in time from their subordinates on the work and conduct of the peons and sanction the increments as and when they become due.

42. *Increment to probationers.*—(1) A probationer whether he is a direct recruit, transferee or promotee, shall be entitled to draw the first increment after putting in the service necessary to earn the increment exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the class or category of the post he holds ; his next increment shall, however, be drawn only with effect from the date on which he is declared to have completed his probation satisfactorily but the period of service from the date of the first increment shall count for subsequent increments.

(2) A probationer for whom the period of probation is one year and whose increment is annual or probationer for whom the period of probation is two years and whose increment is also biennial, shall be

entitled to draw increment only with effect from the date of satisfactory completion of probation but the priod of service from the date of appointment exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the class or category of the post he holds, shall count for subsequent increments.

(3) When a probationer is not declared to have completed his probation satisfactorily within the period prescribed and his probation is extended, the increment shall be postponed by the period by which his probation is extended, but the period of service from the date of appointment exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the class or category of the post he holds, shall count for subsequent increments.

(G.O. No. 670, Finance, 26th April 1953; D.Dis. No. 4508-III/53.)

43. *Consolidated Increment Certificate.*—(1) The Controlling Officer shall submit to the Director a consolidated increment certificate in the prescribed form in respect of all subordinates whose increments have to be sanctioned by the Director and which fall due in a particular month, on or before the 10th of that month, with a certificate to the effect that the increments of the subordinates mentioned therein have not been withheld as a penalty. Separate consolidated certificates should be sent for each class of subrodinates such as Veterinary Assistant Surgeons, Clerks, Compounders, etc. A "nil" return should be sent if no increment falls due in a particular month.

(2) In the increment certificates of officiating Government servants and temporary Government servants who have not already been declared substantive holders the temporary posts held by them, a note should be added to indicate whether any leave other than leave with full pay was taken by them or not during the period of approved service for which the increment is claimed.

(3) While submitting the increment certificates for sanction, the designation and the place of duty (station) of the subordinates concerned shall be invariably furnished in the increment certificate forms.

(4) When the increment is sanctioned, the Director will communicate the sanction order to the Controlling Officers concerned. The latter on receipt of the sanction may, themselves sign the increment certificate in the periodical increment certificate forms (with the necessary modifications), note on it the name of the authority which sanctioned the increment and the number and date of its order and attach a copy of the sanction to the concerned pay bill presented at the treasury for payment.

(Treasury Rule 16, Subsidiary Rule 13.)

44. *Officers working in other offices.*—(1) The increment of a Government servant who is holding a permanent post in one office but is working in another office in the same service, category and grade as his permanent post, shall be sanctioned by the competent authority in respect of the post in which he is actually working at the time the increment falls due. In all other cases the increment will be sanctioned by the head of the office to which he is permanently attached.

(2) In the case of a Government servant serving in another Government department, the Head of that department or the immediate controlling officer under whom the Government servant is working will prepare the increment certificate (in duplicate) certifying to the accuracy of the facts and send it with his recommendations to the Director for sanction of the increment. The Director will sanction the increment and return the certificate to the Head of the department or office in which the Government servant is working.

Section 7—Punishments.

45. *Warnings.*—Warnings given to the staff for minor irregularities may be entered in the "Punishment Register", but not in the confidential report of the individuals.

(D. Dis. No. 1304-III/41 ; D. Dis. No. 5235-V/51.)

46. *Enquiry Officer.*—(1) Disciplinary cases relating to officers, drawing a pay of Rs. 150 and above which *prima facie* call for dismissal, removal, compulsory retirement or reduction (other than reduction to a lower stage in the same time scale) should be referred to the Special Officer (Departmental Enquiries) who will, unless there are very strong reasons to the contrary, undertake the enquiry and inform the authority concerned. Disciplinary cases relating to officers drawing a pay of less than Rs. 150 should not be sent to the Special Officer (Departmental Enquiries) but should be dealt with departmentally.

(2) Cases in which reduction of pay from a stage to a lower stage in the same time scale is considered sufficient, should not be sent to the Special Officer (Departmental Enquiries) for enquiry.

(3) In respect of all disciplinary cases dealt with by the Special Officer (Departmental Enquiries) a copy of the order passed by the Government or other competent authority in each case should invariably be communicated to the Special Officer for his information.

(G.O. No. 943, Public, 25th March 1947 ; D. Dis. No. 551-III/47 ; G.O. No. 112, Public, 17th January 1940.)

47. *Disciplinary action.*—The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon members of the subordinate and last grade services namely:—

(i) Censure.

(ii) Fine (in the case of persons for whom such penalty is permissible under these rules).

(iii) Withholding of increments or promotion, including stoppage at an efficiency bar.

(iv) Reduction to a lower rank in the seniority list or to a lower post or time-scale, whether in the same service, or in another service, State or Subordinate, or to a lower stage in a time-scale.

(v) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders.

(vi) Compulsory retirement otherwise than under article 465 (2) or under Note 1 to article 465-A of the Civil Service Regulations.

(vii) Removal from the civil service of the State Government.

(viii) Dismissal from the civil service of the State Government.

(ix) Suspension, where a person has already been suspended under paragraph 50 (*d*) (i), to the extent considered necessary by the authority imposing the penalty.

Explanations.—I. The discharge—

(*a*) of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation, or

(*b*) of a person engaged under contract, in accordance with the terms of his contract, or

(*c*) of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

II. The removal of a person from the civil service of the State Government shall not disqualify him from future employment but the dismissal of a person from the civil service of the State Government shall ordinarily disqualify him from future employment.

III. The reversion of a person to his parent department while on deputation in a temporary department, the posts in which are not governed by rules, shall not amount to reduction within the meaning of this rule.

48. *Fines.*—The penalty of fine as such shall be imposed only on a person who is member of the Madras Last Grade Service, which is one of the services included in the Subordinate Services.

49. *Punishing authority.*—(*a*) (1) The authority which may impose suspension pending enquiry into grave charges under paragraph 50 (*d*) (i) or the penalties of

(i) censure,

(ii) fine,

(iii) withholding of increments, and

(iv) recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders

on a member of a Subordinate Service shall be his immediate superior gazetted officer or, where the appointing authority for such member is a non-gazetted officer, such officer or any higher authority :

Provided that such Gazetted officer shall, before imposing the penalty of withholding of increments on a member, report the matter to the appointing authority and obtain its prior sanction.

(2) The authority which may impose the penalties of

(i) withholding of promotion, including stoppage at an efficiency bar,

(ii) reduction to a lower rank in the seniority list or to a lower post or time-scale, whether in the same service or in another service, or to a lower stage in a time-scale,

(iii) compulsory retirement otherwise than under article 465 (2) or under Note 1 to article 465-A of the Civil Service Regulations,

(iv) removal from the civil service of the State Government, and

(v) dismissal from the civil service of the State Government, on a member of a Subordinate Service shall be the appointing authority or any higher authority.

(*b*) Where in any case a higher authority has imposed or declined to impose a penalty under this rule, a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

(*c*) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(*d*) The order of a higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by a lower authority in respect of the same case.

50. *Formalities.*—(*a*) In every case where it is proposed to impose on a member of a service any of the penalties specified in items (i), (ii), (iii) and (v) in paragraph 47 he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration beforethe order imposing the penalty is passed.

(*b*) (i) Without prejudice to the provisions of the Public Servants Enquiries Act, 1850 (Central Act XXXVII of 1850), in every case where it is proposed to impose on a member of a service any of the penalties specified in items (iv), (vi), (vii) and (viii) in paragraph 47, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no oral inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in clause (i) has been completed and after the authority competent to impose the penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the inquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

Explanation.—An opportunity to show cause against the imposition of any of the penalties referred to in this sub-rule shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed, either by such authority himself or under his direction by a subordinate authority who is superior in rank to the officer on whom it is proposed to impose the penalty.

(*c*) The requirements of sub-rules (*a*) and (*b*) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in paragraph 47 on the basis of facts which have led to his conviction in a criminal Court or by a Court martial or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

(*d*) (i) A member of a service may be placed under suspension from service pending enquiry into grave charges where such suspension is necessary in the public interest.

(ii) When a Government servant is suspended he is free to go wherever he likes but he must leave his address in the Head Office. He must also leave his address with the Officer, if any, holding an enquiry into his case.

(G.O. No. 792, Public, 21st July 1911.)

51. (1) Care must be taken to see that charges are definite and clear. A single charge of a general nature such as "corruption" cannot be regarded as sufficiently definite. In connexion with an enquiry into alleged corruption, a separate charge should be framed in respect of each instance of alleged corruption. A series of charges on particular instances may, however be combined with a general charge of corruption or incompetence of which the instances form the evidence. For example the results of a series of charges of delays may be noted after due enquiry as they occur in a conduct register and a general charge of incompetence or persistent dilatoriness may be based on them.

(G.O. No. 731, Public, 4th August 1926.)

(2) It is particularly important that the formalities prescribed in the statutory rule should be followed if the investigating officer is in the position of a prosecutor. The conduct of these quasi-judicial proceedings should not give rise in the mind of the accused that the inquiry was conducted in anything but an impartial and detached frame of mind.

(3) A departmental inquiry should be completed with as little delay as possible.

(4) The minute or order in which the investigating officer records his findings should contain the reasons for each finding but should not be unduly prolix.

52. In departmental inquiries, ordinarily there is no reason why a Vakil should be allowed. If, however, the Head of the department or inquiring officer is satisfied that the defendant will be greatly prejudiced in making his defence unless he is allowed a Vakil, the Head of the department or inquiring officer, may, for special reasons to be recorded, allow a Vakil to appear and plead on behalf of the accused official.

(G.O. No. 540, Public, 15th June 1928.)

53. *Criminal action.*—(1) In cases involving criminal action such as theft, assault, etc., which should be enquired into by the police, the concerned departmental officer should prefer a complaint to the Police. No departmental enquiry should be undertaken until after the police case is disposed of.

(2) When the question arises of a departmental inquiry into the conduct of an officer who has already been tried in a criminal court on the facts which form the basis of the charge against him, the following rules should be observed :—

(i) if on a full consideration of the same facts, a criminal court has arrived at a definite decision which is neither reversed nor modified, it is not expedient that the department should proceed on the basis that the proceedings in the criminal court were misconceived or that the judgment was erroneous, but ;

(ii) If certain facts affecting the charge were not placed before the criminal court, or a definite aspect of the case was not considered by it, there is no objection to a departmental inquiry into matters which did not form the basis of the judicial proceedings.

(G.O. No. 488, Public, 21st May 1926.)

(iii) It is not that the departmental authorities are not entitled on grounds of legitimate suspicion, to order a departmental inquiry, in all such cases. Government do, however, wish to emphasize that in inquiries of this kind, the departmental authorities should not dissent from the conclusions arrived at by the Court of Law, unless fresh circumstances have brought to light, lacunae or defects in the evidence before, or in the procedure of such court.

54. *Punishment records.*—(*a*) The authority imposing any penalty under these rules shall maintain a record showing—

(i) the allegations upon which action was taken against the person punished ;

(ii) the charges framed, if any ;

(iii) the person's representation, if any, and the evidence taken, if any, and

(iv) the finding and the grounds thereof, if any.

(*b*) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

(*c*) A "Punishment Register" in C.F. 211 should be maintained by the Departmental Officers to note down punishments wherever they are awarded to the staff working under them. While writing up the confidential dossiers, this register should be consulted, but such entries should not go under the column "punishment, censure, etc", or under "General remarks." They should go under other appropriate columns in support of observations made.

(D. Dis. No. 4957-III/52.)

55. *Appeals.*—Every person who is a member of any of the services shall be entitled to appeal, as hereinafter provided, from an order passed by an authority—

(*a*) imposing upon him any of the penalties specified in paragraph 47;

(*b*) discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his services are terminated; and

(*c*) reducing or withholding the maximum pension, including an additional pension, admissible to him under the rules governing pensions.

56. (1) A member of a Subordinate Service shall be entitled to appeal from an order imposing on him any of the penalties specified in paragraph 47,

(*a*) if such order was passed by any authority specified in paragraph 49; to the next higher authority to whom the former authority is administratively subordinate, and

(*b*) if such an order was passed by the State Government, to the Governor.

(2) Every person preferring an appeal shall do so separately and in his own name.

(3) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred and in the case of members of Subordinate Services, through the usual official channel. See also paragraph 288.

57. (*a*) An appeal may be withheld by an authority not lower than the authority from whose order is preferred, if—

(1) it is an appeal in a case in which under these rules no appeal lies, or

(2) it does not comply with the provisions of paragraph 56 (3) or

(3) it is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay, or

(4) it is a repetition of a previous appeal and is made to the same appellate author ty by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or

(5) it is addressed to an authority to which no appeal lies under these rules :

Provided that in every case in which an appeal is with-held the appellant shall be informed of the fact and the reasons for it :

Provided further that an appeal withheld on account only of failure to comply with the provisions of paragraph 56 (3) may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and, if resubmitted in a form which complies with those provisions, shall not be withheld.

(*b*) No appeal shall lie against the withholding of an appeal by a competent authority.

Section 8—Foreign Service.

58. (1) The services of permanent Veterinary Assistant Surgeons of the department are sometimes lent to local bodies, private bodies, etc., under the Foreign Service Rules for a certain specified period. After the expiry of the period, the services of the same person may be extended for a further term or the services of another subordinate lent according to the wishes of the employer and the opinion of the Director. The sanction of Government is obtained in every case.

(G.O. No. 3513, Revenue, 24th November 1911.)

(2) No Government servant may be transferred to foreign service against his will.

[Fundamental Rule 110 (*a*).]

(3) A Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included immediately before his transfer and may be given such promotion in those cadres as the authority competent to order promotion may decide.

(Fundamental Rule, 113.)

(4) He is, in the absence of special orders to the contrary, allowed to count his service under a foreign employer towards increment in any progressive appointment, he may hold in the department.

(5) When an officer is transferred to foreign service in India, he draws salary from his foreign employer, and a contribution is paid to Government towards his leave salary and pension, by the foreign employer from the date on which he relinquishes charge of his appointment under Government. An officer reverting to duty under Government ceases to draw pay from the foreign employer, and contribution is discontinued from the date on which he resumes charge of his appointment under Government.

(6) When a Government servant is transferred to foreign service under a private employer, the authority sanctioning the transfer shall require the employer to deposit security equivalent to three months' pay of the Government servant in foreign service, which will be refunded to the private employer after the period of employment is over and the claims of Government and the Government servant have been settled.

(G.O. No. 771, Finance, 31st October 1928 ; Fundamental Rule 114, Note 3.)

(7) The increments of Veterinary Assistant Surgeons lent to local and private bodies are sanctioned by the employer but the increment certificates should be countersigned by the Director before the increased pay is granted.

(8) Veterinary Assistant Surgeons in foreign service shall be entitled to leave and other privileges in accordance with the regulations applicable to the department to which they belong.

(9) The travelling allowances of an officer both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.

(10) The travelling allowance of an officer for the journeys performed by him to hold charge of a non-Government veterinary institution during the absence of the permanent incumbent on casual leave is debitable to the local fund, municipality or private body as the case may be.

(11) When the services of a Veterinary Assistant Surgeon are lent under foreign service conditions to Zamindars and other private gentlemen or to private institutions, it should be made a condition of the loan that the foreign employer shall not himself take any disciplinary action against such subordinate, but that, should the necessity for such action arise, he will report the matter to the Director of Animal Husbandry who will investigate it and inflict such punishment as he considers that the circumstances require. When cases arise in which a serious charge is made against a Veterinary Assistant Surgeon in foreign service, the Director may re-transfer him to Government service.

(G.O. No. 3513, Revenue, 24th November 1911 ; G.O. No. 639, Development, 2nd April 1924.)

Section 9—Pension.

59. The preparation of the final pension applications of Gazetted as well as non-gazetted officers, who are due to retire on a retiring or superannuation pension should be taken up one year in advance of the date of retirement and get them duly verified by the Accountant-General's Office before they actually retire.

(D. Dis. No. 2495-I/49.)

Section 10—Service Books.

60. *Gazetted Government servants.*—A record of the services of each Gazetted Government servant is maintained by the Audit Officer who usually audits his pay or who accounts for the contribution recovered from the foreign employer in the case of a Government servant lent to foreign service.

61. *Non-gazetted Government servants.*—(1) A service book in Fundamental Rule form No. 10 should be maintained for every non-gazetted Government servant in Superior service at his own cost as soon as he is regarded as selected for admission to a Government service.

(2) In the case of last grade servants and menial establishments paid from contingencies service rolls which are supplied at the expense of Government should be maintained.

62. *Opening entries and finger-prints.*—(1) A non-gazetted Government servant soon after his first appointment, should purchase a service book, fill in the necessary particulars and keep it ready for the opening entries being completed by the Controlling officer. The Controlling Officer will, as soon as possible, obtain the fingers and thumb-impressions and signature of the subordinate in the respective columns in the book in his presence and attest with the following certificate :—

"Certified that the above finger-prints have been taken in my presence and under my personal superintendence, from the left hand of the individual whose services are entered in this book."

(2) Finger-prints of the Government servants should be obtained in the space provided for the purpose in the service book itself. The impressions should not be taken on separate slips of paper and pasted to the service book.

63. *Finger-print apparatus.*—(1) The Departmental Officers are each supplied with a finger-print apparatus which consists of the following articles :—

(2) A sheet of tin or copper screwed down by its corners to a board about one inch thick, an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosene oil on each occasion after use, dried with a rag and put out of the way of dust.

(3) The manner in which the impression should be taken is as follows :—

(*a*) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the colour of the place to show through it.

(*b*) Then take the little finger of the left hand, roll the bulb slightly on the inked slab, and roll the inked finger again only once from one end to the other in the space provided for it in the service book, and then remove the finger without smudging the pattern ; do the same with each of the other fingers and thumb in succession so that ink prints of them may be taken in their allotted spaces. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and the first joint must be impressed.

Note.—A drop or two of kerosene oil added to the ink makes it more fluid.

64. *Date of birth.*—(1) The date of birth shall be verified with reference to authentic records available before entering it in the service book. In the case of a Government servant the year alone of whose birth is

known but not the month and date, 1st July shall be treated as the date of birth. When both the year and the month of birth are known but not the exact date, the 16th of the month shall be treated as the date of birth.

(2) The date of birth entered in the service book or roll of a non-gazetted Government servant shall not be altered, except in the case of a clerical error, without the orders of the Director.

65. *Entries in the service books.*—(1) The entries in pages 2 and 3 of the service books shall be renewed and re-attested at least once in every five years and the signature in columns 8 and 9 shall be dated. Finger-prints shall be renewed once in five years in the front page of the service rolls of the Last Grade Servants and menial establishments.

(2) Every step in a Government servant's official life including temporary and officiating promotions of all kinds, dates of satisfactory completion of probation and substantive appointments, increments and transfers and leave of absence other than ordinary casual leave availed of, as well as other changes, if any, affecting his position should be recorded in the service books or rolls regularly and concurrently with their occurrence, each entry being verified duly with reference to departmental orders, pay bills, leave statements, etc., and attested by the Controlling Officer. If the Controlling Officer has a gazetted assistant, he may delegate the duties of attesting the entries to such an assistant.

(3) The following instructions shall be carefully observed in maintaining the service books or rolls :—

(*a*) Any special test examination passed by a Government servant shall be entered in the service book together with the number and date of the notification publishing the result and the part and date of the *Fort St. George Gazette* containing the notification.

(*b*) Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post shall also be recorded.

(*c*) In the case of officiating or temporary service, it shall be clearly noted whether such service shall qualify for pension or otherwise for example, in the case of officiating service, the nature of the vacancy in which the Government servant had officiated and in the case of temporary service, whether the temporary post was eventually made permanent or not, shall be stated.

(*d*) Personal certificates of character shall not be entered in the service book.

(*e*) When the probation of a Government servant is terminated or when he is awarded any substantive punishment such as reduction, suspension, removal or dismissal, the reasons for the same shall be recorded in brief.

(4) The Principal, Veterinary College, Madras, is responsible for seeing that the necessary entries are made in the service books of the subordinates on the staff of the College regarding the vacation availed of by them.

66. *Landed property statements.*—Every member of the Subordinate Services should submit to the Controlling Officer not later than the 15th January each year a statement in the prescribed form showing all the immovable property of which he stood possessed or in which he had an interest at the close of the preceding calendar year or the "No change" certificate for being attached to the service register of the individual concerned. The Controlling Officers should furnish the following certificate to the Director by the 5th February each year :—

"Certified that the landed property statements have been obtained from all the subordinate officers of the department working under me and verified with the new sanctions accorded by the Director of Animal Husbandry during the year to which the return relates, and that the additions or alterations reported by the staff have been duly embodied under attestation in the statement attached to the service books and service rolls."

(D. Dis. No. 184-III/39.)

67. *Verification of service.*—(1) The service books and rolls in each office shall be taken up for verification in January every year and the Controlling Officer, after satisfying himself about the correctness of the entries made therein, shall record a certificate as follows over his signature. The verification shall be in respect of all service qualifying for pension whether permanent, provisional, temporary or officiating.

Service verified up to........(date) from..........(pay bills) acquittance rolls and similar records to be specified by reference to which the verification was made.

[Fundamental Rule 74 (*a*) (iv), Subsidiary Rule 12.]

(2) Officers who maintain service books and rolls should furnish by the 5th of February every year to the Director a certificate in the following form :—

"Certified that a service book or roll has been maintained for every Government servant including menials ; that entries therein have been promptly made in accordance with the rules ; that the services of the Government servants were verified in accordance with the rules and the fact of such verification recorded in the service books."

68. *Custody of service books.*—(1) The service books and rolls of all subordinates shall be kept safely in the office of the Controlling Officer.

(2) The service books of non-gazetted officers officiating in gazetted appointments in this department will be sent to the Head Office immediately they are promoted for being transferred to the office of the Accountant-General, Madras.

(3) When a Government servant is transferred to another circle or office, his service book will be sent to the concerned Controlling Officer under whom he is transferred and not handed over to the person transferred nor will it be given to him when proceeding on leave.

(4) The service books and rolls of Government servants lent to local and private bodies shall be kept by the Controlling Officer. If a

non-gazetted Government servant is transferred to foreign service or proceeds on leave from foreign service or reverts from foreign service, the Controlling Officer who maintains his service book shall forward the register to the Audit Officer for noting therein under his signature necessary particulars in connection with such foreign service.

69. (1) All non-gazetted officers when an opportunity occurs shall see that their service books are being properly maintained. If this is not done, difficulties may arise in the verification of services when the officers concerned apply for pension.

(2) The service book may be given to a Government servant only when no pension is given to him on resignation or discharge without fault, an entry being first made therein to this effect or in the event of Government servant's services terminating by his death to his relations on application. Should no application be made within one year of the death of the Government servant, the service book may be destroyed.

Section 11—Confidential Reports.

70. *Preparation.*—(1) Personal files of all officers including lower division clerks should be prepared at the end of every calendar year in the prescribed form and sent to the scrutinizing authority not later than 10th January. They should contain all the information necessary for correctly assessing the character, ability, etc., of the officer reported on. The reports need not be written up every time there is a change in the official superior of the officer reported on, unless the relieved officer has something special to record. A reporting officer who goes on leave or is transferred before he can write the personal file of a subordinate for any particular year should leave behind for the information of his successor a full note on the subordinate for incorporation in the report.

(G.O. No. 2334, Public, 2nd December 1937 ; G.O. No. 2553, Development, 14th October 1938 ; G.O. No. 61, Public, 10th January 1939 ; R. Dis. No. 426 A/38 ; D. Dis. No. 3447-III/41.)

(2) The following instructions should be noted in writing confidential reports :—

(i) Although the form prescribed by Government has to be adopted in writing up these reports it is necessary that the officers who write the report understand what exactly should be written in brief. The language adopted in dealing with the subordinates' or officers' ability or intellect or initiative, should be very clear and precise.

(ii) What is wanted is a very brief and precise record containing the opinion of the officer writing the report about the subordinate's capacity, judgment, etc. If good or meritorious work has been done during the period of report, particulars should be furnished. Mere words like " good ", " Not satisfactory," etc., are not enough. The word " fair " should not be used as it is vague.

(iii) Each officer writing the report should do so independently without reference to the previous records of the subordinate and immediately send it to the higher officer.

(iv) All reporting officers should report specifically on the professional knowledge of officers by giving details instead of merely saying "fair."

(3) Adverse remarks made against officers and subordinates in the confidential reports should be communicated to the individual concerned in writing and his acknowledgment obtained and the fact of having done so should be recorded in the confidential reports. Representations against unfavourable remarks communicated should be preferred within one month from the date on which such communication is received by the officer concerned.

(G.O. No. 2565, Public, 21st September 1953; D. Dis. No. 6238-III/53.)

(4) Indebtedness of an officer in cases where indebtedness is likely to detract from his efficiency as a Government servant should be specifically commented on and the fact whether adverse remarks, if any, made have been communicated to the officer concerned should also be stated in the confidential report.

(G.O. No. 2553, Development, 14th October 1938.)

(5) Personal files which are prepared and maintained by the Controlling Officers that are required to be scrutinized by the Director should be shown to the Director confidentially for his scrutiny at the time of Director's first inspection during the calendar year, but the personal files containing adverse remarks should be sent to the Director for scrutiny before 1st February and 1st July every year.

(D. Dis. No. 2534-III/51; No. 3238-III/51.)

(6) A statement prescribing the authority who should prepare and maintain the personal files and those who should scrutinize them is given Appendix C.

(D. Dis. No. 426-A/38.)

(7) Officers who scrutinize the confidential reports should ensure themselves that the reports are maintained regularly and correctly in as full and complete a form as possible. Where the scrutinizing authority disagrees with an entry in a file by the immediate superior of the officer reported on, it is his duty to record his own views on the file. Failure to do so at the proper time would carry the implication that the scrutinizing authority agreed with the entry made by the immediate superior and the former will then be estopped from urging anything he may have to say against the entry at a later stage.

(G.O. No. 623, Public, 24th July 1933; D. Dis. No. 1622-A/33.)

71. *Report on probationers.*—Periodical reports on the work and conduct of probationers should be submitted to the Director every half year excepting in the case of probationers who will be due to complete their probation within six months about whom a quarterly report should be sent in respect of the last two quarters. These reports should be sent in confidential covers addressed to the Personal Assistant to the Director of Animal Husbandry by name.

(D. Dis. No. 263-A/35; D. Dis. No. 3447-III/41; D. Dis. No. 13437-III/52.)

Section 12—Private Practice.

72. (1) Gazetted Officers of the department are not entitled to engage in private professional practice as of right but are ordinarily permitted to do so subject to such condition as may be laid down by the Government from time to time. Any Gazetted Officer may be prohibited from engaging in private professional practice if such practice is likely to interfere with the efficient discharge of his official duties.

(2) Veterinary Assistant Surgeons are entitled to private practice and may charge fees subject to the condition that such private practice does not interfere with their legitimate duties and subject to other restrictions as may be imposed from time to time.

(3) Private practice can be undertaken by a Touring Veterinary Assistant Surgeon provided that

(*a*) it does not interfere with the prompt attendance of outbreak reports,

(*b*) it does not involve any expense to Government.

73. (1) In cases where a Veterinary Assistant Surgeon is directed by a superior officer to proceed to a place to treat a private animal, it does not mean that travelling allowance for the journey may be claimed from Government, nor does it mean that the attendance of outbreak reports can be discontinued.

(2) If the animal of any Government official is treated by a Veterinary Assistant Surgeon, the case should be treated as private practice unless it be a contagious disease.

(3) Except for the grant of certificates of soundness and health, officers in charge of institutions can treat as private practice only those cases attended to outside the institution.

(G.O. No. 2440, Revenue, 3rd November 1915.)

74. (1) Veterinary Officers may make free use for the treatment of their private cases, of the instruments or apparatus in Government hospitals or dispensaries, but the cost of any medicines, dressings, or other materials supplied from Government stock for such cases must be recovered from the owners concerned and credited to Government.

(2) If the drugs for a private case are urgently required or if they are unobtainable elsewhere, Veterinary Officers on itinerating duty can supply them from their medicine chest provided the cost thereof is recovered from the owners of patients and credited to Government. The Treasury receipt in each case should be submitted to the Controlling Officer immediately.

75. It is not the business of the Head Office or Controlling Officer to collect the private practice fees of any members of the staff, and they must therefore make their own arrangements in the matter.

CHAPTER II—DUTIES.

Section 1—General Instructions.

76. (1) All Government servants are required to reside at the Head quarter stations prescribed for them, and whenever such Government servants, in exceptional cases find it necessary to live outside the prescribed Headquarters they have to obtain the specific sanction of the Controlling Officer, who will sanction only on the merits of each case and in accordance with administrative convenience.

(D. Dis. No. 6136-III/52.)

(2) No Government servant should divulge either to the press or any outsiders the contents of any communications and circulars intended solely for the guidance of Government servants.

(D. Dis. No. 5172-III/52.)

77. *Relations with the public.*—Government servants' conduct and personal relations with the public should be so regulated as to reflect their duty to "serve" in the best interests of the people and the country. While indifference or discourtesy towards the members of the public coming to them for relief or guidance is positively bad, Government servants should do much to bring home to the public that the old bureaucratic order of things has gone, and that there is nothing now separating the rulers from the ruled. This new spirit of the times should be apparent on all occasions when officials come into personal contact with the people as well as in all official communications.

(G.O. No. 3034, Public, 4th December 1948 and D. Dis. No. 10486-III/48.)

78. *Co-ordination with other departments.*—(1) The Collectors and Revenue Divisional Officers have been instructed by Government to take personal interest in the working of the other departments in their districts and assert their responsibility to see that not only their own departments but also all the other departments in the districts administer their charges efficiently.

(2) It is very necessary for the departmental officers to keep themselves in close touch with officers of other departments, viz. Revenue, Agriculture, Co-operative, Industries, Forest, etc. Personal contact helps a great deal and will be found very beneficial in pushing on the various activities in which this Department is interested. Some subjects relating to this department in which joint action with other Departments is possible and necessary are given below :—

(i) Correct statistics of mortality among livestock.

(ii) Cattle and poultry breeding societies.

(iii) Milk recording societies.

(iv) Forest grazing areas.

(v) Diseases of animals communicable to human beings.

(vi) Fodder crops and manure.

(vii) Trade in livestock and livestock products.

(viii) Inspection of Milk supply depots.

(ix) Propaganda—

(*a*) Through test-books—Schools or occasional lectures.

(*b*) Co-operation with the Public Health Department in the Health week celebrations.

(*c*) Taking on active part in all shows and exhibitions. The District Veterinary Officers, in particular, should take every opportunity of meeting officers of the other Departments and discuss with them subjects of common interest and on which joint action would be beneficial. They should also instruct their subordinates to have a similar contact with the officers of the other Departments.

(D. Dis. No. 563-II/42 and D. Dis. No. 6259 II/52.)

(3) It is very essential that there should be close co-operation between the officers of this department and the Agricultural Department for the successful working of schemes. The cattle and poultry in agriculture farms should be supervised by the District Veterinary Officers who will give necessary advice and guidance to the officer in charge of the Farm. The livestock maintained in the Agriculture Research Stations should be inspected by the nearest Veterinary Assistant Surgeon as often as possible and timely veterinary aid rendered.

(Government Memorandum in D. Dis. No. 5695-IV/47 and D. Dis. No. 1747-IV/49.)

(4) It is essential that every member of the Revenue Department be made to evince interest in the work of this department, especially in the more rural parts where the villagers are most ignorant. All officers of the department including the Touring Veterinary Assistant Surgeons should, therefore, make it a rule to call upon or see in other ways all officers of the Revenue Department, from the Collector down to Revenue Inspector, at the Headquarters or while in camp or whose headquarters may be visited during a tour.

(5) The officers of this department are required to take every opportunity of advising cattle owners as to the methods by which their cattle can be improved, prevention of disease by inoculation and otherwise and the treatment of epizootic and other diseases of common occurrence.

79. *Conferences and meetings.*—(1) If any Government servant directly receives a request to serve on committees constituted by Governments of other States and private bodies, they should not conditionally or otherwise signify their willingness to serve on such committees but should send a reply requesting that the Madras Government should be addressed in the matter.

(G.O. No. 20, Public, 6th January 1954; D. Dis. No. 307-III/54.)

(2) If an officer attends a conference, meeting, etc., as a representative of the Government, the period of his absence should be treated

as on duty. If the officer is permitted to attend such conference, etc., by other States, etc., and if he is paid remuneration, the period of absence should be treated as casual or other leave and if he is not paid any remuneration it should be treated as duty. In either case the other States, etc., concerned will meet the officer's travelling allowance and daily allowance for the period in question. If an officer is permitted to attend conferences, meetings, etc., in his personal capacity, the period of his absence should be treated as casual leave or other leave for which he is eligible.

(G.O. No. 2881, Public (Ser.), 20th October 1953; D. Dis. No. 6873-III/53.)

80. *Examiners.*—(1) The absence from headquarters of the Officers of the Animal Husbandry Department for rendering the following items of work will be treated as duty, and such absence should, be restricted to the minimum number of days :—

(i) Conduct of B.V.Sc. Degree Examinations at Madras.

(ii) Service as examiners in the subject of Animal Hygiene in the Agricultural College, Coimbatore.

(G.O. No. 2636, Development, 7th June 1951; R. Dis. No. 2982-III/51.)

(2) However, for absenting from the headquarters for serving as an External Examiner in examinations conducted by Universities or bodies other than the Madras University out of the Madras State, the officer concerned should obtain prior grant of casual leave or other leave to which he should be eligible from the competent authority and such absence should be restricted to the barest possible minimum number of days.

(3) The Director of Animal Husbandry, Madras, is empowered to permit the Gazetted and non-gazetted Officers of the Department to accept offers of Universities and other Bodies appointing them as question paper setters and examiners, etc., and to receive and appropriate for themselves remuneration that might be offered therefor to a maximum of Rs. 500 in each case in respect of Non-Gazetted Officer and Rs. 1,000 in each case in respect of Gazetted Officer subject to the conditions (i) that if in any case, the Director refuses permission, it should be reported promptly to Government and (ii) that due care is taken in all cases to ensure that the additional work will not interfere with the normal work and duties of the Government servant concerned.

81. *Adult education.*—Officials of this department should visit adult education schools run by Government within their jurisdiction and give during their tours useful talks as often as possible and help generally in liquidation of illiteracy, in the State in all possible ways.

(G.O. No. 2180, Education, 3rd August 1950; D. Dis. No. 5720-II/50 and D. Dis. No. 10658-II/52.)

Section 2—Veterinary College, Madras.

82. *Functions.*—(1) The three main functions of the College are :—(i) Education, (ii) Clinical work and (iii) Research.

(2) The responsibility for the discipline and management of the College is vested in the Principal subject to the control of the Director.

(G.O. No. 1558, Development, 31st October 1925; G.O. No. 1098, Development, 19th July 1927.)

(v) Diseases of animals communicable to human beings.

(vi) Fodder crops and manure.

(vii) Trade in livestock and livestock products.

(viii) Inspection of Milk supply depots.

(ix) Propaganda—

(*a*) Through test-books—Schools or occasional lectures.

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(D. Dis. No. 563-II/42 and D. Dis. No. 6259 II/52.)

(3) It is very essential that there should be close co-operation between the officers of this department and the Agricultural Department for the successful working of schemes. The cattle and poultry in agriculture farms should be supervised by the District Veterinary Officers who will give necessary advice and guidance to the officer in charge of the Farm. The livestock maintained in the Agriculture Research Stations should be inspected by the nearest Veterinary Assistant Surgeon as often as possible and timely veterinary aid rendered.

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(4) It is essential that every member of the Revenue Department be made to evince interest in the work of this department, especially in the more rural parts where the villagers are most ignorant. All officers of the department including the Touring Veterinary Assistant Surgeons should, therefore, make it a rule to call upon or see in other ways all officers of the Revenue Department, from the Collector down to Revenue Inspector, at the Headquarters or while in camp or whose headquarters may be visited during a tour.

(5) The officers of this department are required to take every opportunity of advising cattle owners as to the methods by which their cattle can be improved, prevention of disease by inoculation and otherwise and the treatment of epizootic and other diseases of common occurrence.

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(2) If an officer attends a conference, meeting, etc., as a representative of the Government, the period of his absence should be treated

as on duty. If the officer is permitted to attend such conference, etc., by other States, etc., and if he is paid remuneration, the period of absence should be treated as casual or other leave and if he is not paid any remuneration it should be treated as duty. In either case the other States, etc., concerned will meet the officer's travelling allowance and daily allowance for the period in question. If an officer is permitted to attend conferences, meetings, etc., in his personal capacity, the period of his absence should be treated as casual leave or other leave for which he is eligible.

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(2) However, for absenting from the headquarters for serving as an External Examiner in examinations conducted by Universities or bodies other than the Madras University out of the Madras State, the officer concerned should obtain prior grant of casual leave or other leave to which he should be eligible from the competent authority and such absence should be restricted to the barest possible minimum number of days.

(3) The Director of Animal Husbandry, Madras, is empowered to permit the Gazetted and non-gazetted Officers of the Department to accept offers of Universities and other Bodies appointing them as question paper setters and examiners, etc., and to receive and appropriate for themselves remuneration that might be offered therefor to a maximum of Rs. 500 in each case in respect of Non-Gazetted Officer and Rs. 1,000 in each case in respect of Gazetted Officer subject to the conditions (i) that if in any case, the Director refuses permission, it should be reported promptly to Government and (ii) that due care is taken in all cases to ensure that the additional work will not interfere with the normal work and duties of the Government servant concerned.

81. *Adult education.*—Officials of this department should visit adult education schools run by Government within their jurisdiction and give during their tours useful talks as often as possible and help generally in liquidation of illiteracy, in the State in all possible ways.

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(G.O. No. 1558, Development, 31st October 1925; G.O. No. 1098, Development, 19th July 1927.)

(2) All births, deaths, destruction, additions and transfers of animals should be reported to the Head Office immediately on occurrence so that the pedigree registers maintained at the Head Office may be kept up to-date. The breeding policy laid down by the Deputy Director of Animal Husbandry (Livestock) should be followed and the breeding stock serviced when they come to heat as per the programme laid down by the Deputy Director of Animal Husbandry (Livestock). No Animal should be purchased or sold without the consent of the Director of Animal Husbandry.

(3) All animals belonging to Government will be valued by the Deputy Director of Animal Husbandry (Livestock) once a year in March, April which will be the book value for that financial year whatever be the amount realized in cases of sales. The book value thus fixed for the animals is only for official information and should be treated by the concerned officers as confidential.

(4) A cropping scheme for the following financial year should be drawn up in proper time and the previous approval of the head office obtained thereto, by 1st March each year. Everyday, the forecast of labour to be employed the next day should be judiciously prepared and labour properly distributed the next day for work on the Farm. All the Farm operations and pasture areas should be supervised and inspected, as often as necessary, by responsible officers with a view to avoid slackness and wastage.

87. *Sheep.*—(*a*) The Sheep and Goat Development Officer works under the guidance of the Deputy Director of Animal Husbandry (Livestock) and his jurisdiction extends throughout the State. His main duties are as follows :—

(1) To study the various breeds in the State.

(2) Selection of suitable sites for sheep and goat farms.

(3) Study the results of introducing certain breeds in select areas in the State.

(4) Study the marketing of meat, wool and skins.

(5) Formation of sheep and goat breeding societies.

(6) Formation of marketing societies for wool, skins and meat.

(7) Formation of wool weaving societies.

(8) Building up of improved flocks of sheep and goats.

(9) Study the effects of grading up in relation to area, altitude and climate.

(10) Advice to the public with regard to sheep, goats, wool, skins and hides and wool products.

(11) Supervision of the work of the sheep shearing demonstration units.

(*b*) In the farms where sheep and goats are maintained, shearing of animals, wool analysis, etc., should be done as per instructions.

88. *Sheep Demonstration Units.*—The following are the duties of Veterinary Assistant Surgeons in charge of sheep demonstration units :—

(1) To demonstrate the clean production of wool by improved methods of washing and shearing.

(2) Opening of shearing yards and do propaganda with demonstrations on the benefits of improved shears.

(3) Dipping and drenching of sheep, wherever possible.

(4) Castration of scrub rams and bucks in the villages visited.

(5) Give advice on the proper methods of breeding and management of sheep and goats.

(6) Demonstration of grading up and preparation of wool for the market.

(7) Organize Sheep and Milch Goats Associations.

(8) Organize producer co-operative societies for wool and its products, skin and meat.

(9) Opening of Village Wool Utilization centres and Weaving Societies and contact them with Marketing Societies for marketing of finished products.

(10) Take part in shows and exhibitions as and when required for propaganda and demonstration of shearing, etc., by improved methods.

(11) Advice to the public on sheep, goat and wool and its products.

89. *Poultry.*—(1) The Poultry Development Officer is in charge of the entire poultry work in the State and works under the guidance of the Deputy Director of Animal Husbandry (Livestock).

(2) Whenever required by the Director of Agriculture once a year, the Poultry Development Officer will deliver lectures on poultry breeding to the students of Agricultural College, Coimbatore.

(3) The Poultry Development Officer will inspect the poultry demonstration units in veterinary institutions and other centres where poultry are kept by Government and offer advice.

(4) He will contact private poultry breeders in the State as far as possible and advice them on improved and up to date methods of keeping poultry. He will also do propaganda work during exhibitions, fairs and shows as opportunities occur.

(5) On all poultry farms where pens of foreign and indigenous breeds are maintained, the yield of eggs, the performance of birds, rearing of chickens, selection of promising birds should be studied and also measurements and weighments of eggs and birds should be done regularly and the necessary records kept.

Section 5—Disease investigation.

90. (1) The disease investigation units consists of (i) the Veterinary Disease Investigation Officer (cattle), who is assisted by a Veterinary Assistant Surgeon, (ii) Veterinary Disease Investigation Officer (Sheep and Goats) and (iii) the Veterinary Disease Investigation Officer (Poultry). All of them have jurisdiction throughout the State.

(2) Their duty is to carry out systematic investigation into diseases of livestock according to a programme laid down by the Director and the Indian Council of Agricultural Research. For this purpose each investigation officer should submit for approval a technical programme of work for the following year, so as to reach the Director not later than the date prescribed.

(3) In addition to this, they should conduct investigation into the incidence of obscure and hidden diseases whenever reported by the staff of the department.

(4) A mobile laboratory has been sanctioned for field investigation of diseases by the Veterinary Diseases Investigation Officers.

(5) A quarterly resume of work done by each of the Veterinary Disease Investigation Officers should be submitted to the Director not later than the 15th of the month following each quarter of the official year.

Section 6—District Veterinary Officers.

91. *Inspections.*—(1) Each Veterinary Assistant Surgeon's post should be inspected by the District Veterinary Officer twice a year. A report of the inspection should be submitted to the Head Office in Form No. Veterinary 10 or 14 as the case may be after each inspection and this fact mentioned in the monthly diaries.

(2) In the inspection report of veterinary institutions the District Veterinary Officer should furnish particulars of daily average attendance, number of admissions and number of castrations done together with similar figures for the corresponding period of the previous year with reasons for fall, if any. The District Veterinary Officer should refer only to the existing buildings and furniture, condition of medicines and instruments whether the medicines have been judiciously used and whether the supply is sufficient for the intended period, etc. No request should be made in the inspection report regarding the construction of additional buildings, supply of furniture, medicines, etc., as no action will be taken by the Head Office on the remarks made in the inspection reports. The proper course is to make a separate reference to the Head Office for sanction required even though a supply of medicines, etc., has been recommended in the inspection report.

(No. 1949-V/48.)

(3) In respect of touring billets and minor veterinary dispensaries the livestock work done and the number of breeding bulls in the division together with comparative figures for the previous year should be furnished in the Inspection Report.

(No. 1949 V/48.)

(4) A District Veterinary Officer should occasionally pay surprise visits in addition to routine inspections on the members of his staff. A District Veterinary Officer should keep in close touch with his head-quarter hospital taking an active part in the work and helping the Veterinary Assistant Surgeon in charge in difficult cases and should also attend to cases while on tour.

(G.O. No. 1062, Development, 14th July 1927; G.O. No. 1742, Development, 31st March 1949; D. Dis. No. 8495-III/47.)

92. The District Veterinary Officers should act as Veterinary Practitioners under the Glanders and Farcy Act for the area under their charge.

93. *Conference.*—(1) The District Veterinary Officers are permitted to hold a conference of Veterinary Assistant Surgeons in their respective districts for the purpose of exchanging views and having a discussion on departmental questions once a year. The Veterinary Assistant Surgeons attending the conference will be allowed travelling allowance as on tour.

(G.O. No. 1133, Development, 15th March 1947; R. Dis. No. 7545-II/46.)

(2) The agenda for the conference should be confined to subjects of professional importance with reference to the local conditions, etc., so as to facilitate the adoption of an uniform policy in the particular area. Matters which are likely to be interpreted as governing the policy of the department as a whole should not be discussed unless they be in connection with a reference received from the Head Office by the District Veterinary Officer. A copy of the resolutions passed at the conference should be communicated to the Head Office for record. Any resolutions regarding which an action by the Head Office is considered necessary by the District Veterinary Officer should be dealt with by means of separate communications on each subject, which should contain complete facts and figures.

Section 7—Veterinary Hospitals and Dispensaries.

94. *Definition.*—In this department the term "Veterinary Hospital" is applied to those institutions located in buildings which contain wards for in-patients, in addition to the dispensary building. The term "Veterinary Dispensary" or "Minor Veterinary Dispensary" is applied to those institutions in which there is no accommodation for in-patients. A dispensary is often located in a rented building, with the addition of a temporary shed for dressing cases and conducting operations.

95. *Policy regarding opening of new veterinary institutions.*—Veterinary institutions shall be opened only in places, where they are needed most, depending on the cattle population of the area and the proximity of an already existing veterinary institution. If a place is selected for the opening of a new veterinary institution and approved by the Director, the local body of the area or large landholders should bear at least 50 per cent of the initial and annual running cost of the institution, but in

a special servant will be engaged, if necessary, at the expense of the owner of the patient. Nothing in this rule need be taken to prevent the Veterinary Assistant Surgeon in charge from arranging for the hospital attendant to look after a poor man's animal which is kept as an in-patient in a hospital.

(3) When an animal is fit for discharge, a bill will be issued to the owner showing the amount due and no animal will be discharged until the bill is paid in full up to the date of removal of the animal from the hospital.

107. *Feeding of Government animals admitted into a Veterinary institution.*—The feeding charges of all animals belonging to the local Government other than those of Government commercial departments and undertakings, during the period of treatment in veterinary institutions should be met by this department. But when special fodder to which such animals are accustomed or which is prescribed by the Veterinary Assistant Surgeon is not available locally the department to which the animal belongs should arrange to supply it.

(G.O. No. 814, Development, 4th July 1933 ; D. Dis. No. 991-B/33 ; G.O. No. 538, Development, 1st April 1935 ; D. Dis. No. 4537-B/34.)

108. *Unclaimed animals.*—(1) If the owner of an animal under treatment fails to pay all hospital dues and arrange to take delivery of the animal within seven days from the date when it is declared fit for discharge the animal will be sold in public auction or otherwise with the permission of the Director. Notice of the sale shall be posted to the owner at his last known postal address at least seven days prior to the date of sale, and the amount spent by the institution in respect of such animal with expenses of sale shall be recouped from the sale-proceeds of the animal. If there is any excess it will be credited to Government if not claimed within 15 days of sale by the party and if any dues still remain to be paid by the owner, legal action will be taken for the recovery of the amount.

(R. Dis. No. 253-A/53 ; D. Dis. No. 5347-II/42.)

(2) The Director may order disposal of the unclaimed animal by public auction or otherwise, recoup the amount due to Government from the sale proceeds and write off the balance, if any. The total amount written off shall not exceed Rs. 50 in any one year for the Veterinary College Hospital and Rs. 25 in any one year for any one mufassal institution.

(Madras Financial Code, Appendix 23-B-2.)

(3) When unclaimed animals are sent to Veterinary institutions by the Police or a District Magistrate to be kept and fed there till they are claimed or sold, the Veterinary Assistant Surgeon in charge should refuse to admit such animals unless the officer sending them undertakes to bear the charges and advances the money necessary. In no case should this Department bear any portion of the maintenance charges of such animals.

(4) If animals involved in accidents, etc., or carcasses are sent to a Veterinary Institution, the transfer, feeding, burial charges, etc., of

such cases should not be met by this department. If such cases are sent to a Veterinary Institution by the Police department and if any charges are incurred by the Veterinary Assistant Surgeon in charge of the institution, they should be recovered from the Police department by sending a bill in triplicate for acceptance and book adjustment.

(D.Dis. No. 4413-I/40.)

109. *Levy of fees.*—(1) Fees for admission and treatment according to the scales given below will be collected from the owner of each animal brought to a Veterinary Hospital who is in receipt of an income of Rs. 200 or more per month. Animals belonging to persons whose monthly income is less than Rs. 200 per month will be treated free of charge.

Animals.	*Weekly fee for treatment.* RS. A. P.
(*a*) Elephants	10 0 0
(*b*) Camels	6 0 0
(*c*) Horses	6 0 0
(*d*) Cattle and ponies under 14 hands ..	3 0 0
(*e*) Dogs, cats, calves, foals and deer ..	2 0 0
(*f*) Other small animals and birds	1 0 0

(G.O. No. 3422, Development, 31st August 1950; R.Dis. No. 8101-I/48; G.O. No. 4905, Development, 15th November 1952; D.Dis. No. 11388-I/51.)

Note.—(i) A monkey and mangoose should be classed under "other small animals and birds," (R.Dis. No. 947-A/28.)

(ii) Mules should be classed under "horses and ponies" according to their size.

(iii) Buffaloes should be classed under "cattle and ponies under 14 hands".

(iv) Donkeys, asses, sheep and goats should be classed under "dogs, cats, calves, foals and deer".

(v) Circus animals such as lions, tigers, cheetahs and bears should be classed under "horses."

(vi) Pups should be classed under "dogs" and not under "other small animals'.

(D.Dis. No. 4067-II/41.)

(2) These rates are weekly and will be collected at the time of admission, treating a week or a part of a week as full week.

110. *Operation charges.*—Certain operations are also chargeable in addition to admission fees. The rates for these are given below:—

Name of operation.	*Fees to be charged.* RS. A. P.
1 Amputation of a leg of a dog	2 0 0
2 Amputation of horn—	
Cattle	2 0 0
3 Amputation of penis—	
(*a*) Horse	6 0 0
(*b*) Cattle	4 0 0
(*c*) Dog	1 0 0

Name of operation.	*Fees to be charged.* RS. A. P.	
4 Amputation of tail—		
(*a*) Horse	4 0 0	
(*b*) Cattle	2 0 0	
(*c*) Small animals(including the docking of a pup's tail).	1 0 0	
5 Amputation of leg or claw—Cattle ..	4 0 0	R.Dis. No. 2100-A/32.
6 Amputation of the udder—Cow	4 0 0	R.Dis. No. 667-A/32.
7 Castration—		
(*a*) Horse	20 0 0	R.Dis. No. 1347-A/36.
(*b*) Cattle—		
(i) by open method	4 0 0	
(ii) by Burdizzo method	2 0 0	R.Dis. No. 2137-I/51.
(*c*) Dog (irrespective of the income of the owner).	2 0 0	
8 Cryptorchid operation —Horse	40 0 0	R.Dis. 1347-A/36.
9 Ovariotomy and Hysterectomy—		
(*a*) Horse	40 0 0	R.Dis. 1347-A/36
(*b*) Cattle	10 0 0	
(*c*) Small animals	10 0 0	R.Dis. 1347 A/36
10 Dystokia including Embriotomy and replacement of Uterus—		
(*a*) Horse	10 0 0	
(*b*) Cattle	6 0 0	
(*c*) Small animals	4 0 0	
11 Removal of Urethral cyst or caculus—		
(*a*) Horse	10 0 0	
(*b*) Cattle	6 0 0	
(*c*) Small animals	4 0 0	
12 Removal of worm in the eye—Horse ..	6 0 0	
13 Removal of dew claws—Dog (irrespective of the income of the owner)	2 0 0	R.Dis. No. 1347-A/36.
14 Removal of a digit in a dog	1 0 0	
15 Removal of the growth from the bladder—Dog	10 0 0	R.Dis. 1163-A/32.
16 Removal of placenta cows and buffaloes.	3 0 0	R.Dis. No. 1152-II/40.
17 Enucleation of the eyeball—		R.Dis. 2137-I/51.
(*a*) Horse	8 0 0	
(*b*) Cattle	4 0 0	
(*c*) Small animals	2 0 0	
18 Firing—Horse—		
(*a*) Line firing	10 0 0	
(*b*) Point firing	10 0 0	
19 Rasping cutting or extracting teeth—		
(*a*) Horse	10 0 0	
(*b*) Cattle	4 0 0	
(*c*) Small animals	1 0 0	

Name of operation.	*Fees to be charged.*		
	RS.	A.	P.
20 Tracheotomy—			
(a) Horse	10	0	0
(b) Cattle	6	0	0
(c) Small animals	4	0	0
21 Imperforate anus—			
(a) Horse	4	0	0
(b) Cattle	2	0	0
(c) Small animals	1	0	0
22 Operation for roaring—			
Horse	20	0	0
23 Trephining facial sinuses—			
(a) Horse	10	0	0
(b) Cattle	4	0	0
24 Neurectomy—Horse	10	0	0
25 Tenotomy—Horse	10	0	0
26 Operation for quittor, fistulous withers or pole evil—Horse.	10	0	0
27 Excision of tumours (including cancers) requiring a general anaesthetic—			
(a) Horse	8	0	0
(b) Cattle	4	0	0
(c) Small animals	2	0	0
28 Reduction of Umbilical Hernia—			
(a) Horse	8	0	0
(b) Cattle	4	0	0
(c) Small animals	2	0	0
29 Operation for Scrotal hernia and other varieties—			
(a) Horse	10	0	0
(b) Cattle	6	0	0
(c) Small animals	4	0	0
30 Reducing the dislocated shoulder of an animal under chloroform—			
(a) Horse	10	0	0
(b) Cattle	6	0	0
(c) Small animals	4	0	0
31 Ligation of the digital vein—Horse ..	10	0	0
32 Post-mortem examination at the request of owner—			
(a) Horse	10	0	0
(b) Cattle	10	0	0
(c) Small animals	4	0	0
(d) Birds	2	0	0

(Irrespective of the income of the owner.)

33 Pregnancy test of cow or she-buffaloe ..	Animals belonging to persons whose annual income is less than Rs. 500	0	8	0
	Others	1	0	0

(D.Dis. No. 947-A/28; D. Dis. No. 2100-A/32; D. Dis. No. 667-A/32; D.Dis. No. 214-A/30; D.Dis. No. 1611-A/30 D.Dis. No. 3053-A/31; D.Dis. No. 1163-A/32 D.Dis No. 1152-1/40; G.O. No. 864, Development, dated 10th April 1937; D. Dis. No. 1347-A/36; G.O. No. 3422, Development, dated 31st August 1950; D.Dis. No. 8101-I/48; G.O. No. 4896, Development, dated 5th November 1951; D. Dis. No. 2137-I/51; Government; Memorandum No. 88356-E/51-5, Development, dated 17th December 1951; R. Dis. No. 7847-I/51).

Note.—(*a*) No admission fee should be charged for animals brought for post-mortem examination or for operations which do not require professional attendance either before or after such operations, for example rasping of teeth. (D. Dis. No. 2650-A/31).

(*b*) The fee for post-mortem examination includes the cost of disposing of the carcase.

(*c*) The rule in item No. 32 about fees for post-mortem examination at the request of owner applies only to the Veterinary College Hospital but not to mofussal institutions. Veterinary Assistant Surgeons in charge of mofussil institutions are allowed the privilege of charging a private practice fee, for post-mortem examinations done at owners's request. All animals which die in the hospital attached to the Veterinary College will have a post-mortem examination performed on them, unless the owner expresses a wish to the contrary.

(d) The fee to be charged for other major operations not included in this list should be ascertained from Head Office.

111. *Free treatment.*—(1) The following will be treated free even in the Veterinary institutions where the system of levying fees has been introduced :—

(*a*) All animals belonging to Government and local bodies.

N.B.—The horses of His Excellency the Governor's Bodyguard belong to the local Government.

(*b*) Animals remanded to a hospital by a Magistrate.

(*c*) Animals sent to a hospital by an officer of the S.P.C.A.

(*d*) Dogs sent by the Police for observation for rabies, in case the owner is unwilling or unable to pay.

(*e*) Animals of such owners as are in receipt of an income of less than Rs. 200 per mensem.

(2) If fees are levied for patients in a Veterinary institution, medicine charges will be levied for patients supplied with medicines from that institution but not brought to it, in cases where the owners of the animals concerned are in receipt of an income of Rs. 200 and over per mensem.

(3) Animals belonging to the Military Department and Government commercial concerns, will be charged for treatment, etc., at the Government institutions where fees are levied. Feeding charges also will be levied in respect of such animals while under treatment, unless rations are supplied by the department to which the animals belong.

(4) The following are departments of Government which are undertakings of a commercial character :—

1. Agricultural College Dairy, Coimbatore.
2. Cinchona Department.

3. Kerala Soap Institute, Kozhikode.
4. Industrial Engineering Workshop, Madras.
5. Pearl Fisheries.
6. Chank Fisheries.
7. Fish-curing yards.
8. Central Jail, Coimbatore.
9. Central Jail, Vellore.
10. Public Works Workshops at Madras, and Mettur (Electrical).

112. *Ambulance.*—(1) The following rates of fees shall be levied for the use of the Veterinary College ambulance for conveying animals in distress and animals concerned in accidents, belonging to persons who are in receipt of a monthly income of not less than Rs. 200.

Distance.	*Hire rates for*			
	Horse.	*Jutka pony.*	*Cattle.*	*Detention charges.*
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P. PER HOUR.
Within a radius of 3 miles ..	7 8 0	4 0 0	3 0 0	3 0 0
Beyond a radius of 3 miles ..	15 0 0	6 0 0	5 0 0	

(2) A concessional rate at one and a half fares will be charged instead of two fares for taking animals to the hospital and back to residence, if the journeys are performed on the same day.

(G.O. No. 3645, Development, 9th August 1951 ; D. Dis. No. 1655-II/50.)

(3) The motor ambulance van attached to the Veterinary College may be used for transport of sick animals from places even outside the city limits to the Veterinary College hospital and back, and the hire charges calculated at the rate of Re. 1 per mile travelled beyond the city limit in addition to those laid down above.

(G.O. No. 5162, Development, 2nd December 1952; D. Dis. No. 8448-II/52.)

(4) The fee shall ordinarily be payable in advance. In case of accidents, however, the fee shall be paid by the owners within 24 hours of the time of the accident.

(5) No fee for the use of the College ambulance shall be charged in the following cases :—

(i) Animals concerned in accidents sent by the Police or the S.P.C.A. provided the animals are unclaimed or ownerless.

(ii) Cruelty cases remanded to the College hospital and sent to the Pinjarapole under the orders of a Magistrate, provided the condition of the animal is such that it could not be taken to the Pinjarapole except in the ambulance.

(G.O. No. 1193, Development, 6th May 1939 ; G.O. No. 4964, Development, 10th October 1949 ; D. Dis. No. 4872-I/49.)

113. *Shoeing forge.*—A shoeing forge is attached to the Veterinary College, Madras, and horses are shod by trained farriers at the following rates to be paid in advance :—

—	*Ordinary.*	*Special shoes or shoes with Calkins or feather edges.*	*Removes.*
	RS. A. P.	RS. A. P.	RS. A. P.
(1) Horses and cobs	6 0 0	7 8 0	3 8 0
(2) Ponies	5 4 0	6 4 0	3 0 0
(3) Repairs or renailing within a month ..	0 8 0 (per foot).	..	..
(4) Shoeing with leather (per foot extra) ..	0 8 0	..	..
(5) Shoeing in case of restive horses. (Extra per animal.)	1 0 0	..	..

NOTE.—A fee of Rs. 3 per horse will be charged for shoeing the horse belonging to the City Police provided the Police Department supply the shoes to be fitted up.

(G.O. No. 1414, Development, 17th October 1935 ; Government Memorandum No. 25693/41–2, Development, 2nd October 1941 ; R. Dis. No. 4250-II/41 ; G.O. No. 3249, Development 14th July 1951 ; D. Dis. No. 7999-I/50.)

114. *Destruction.*—(1) The destruction of animals does not form part of the duties of the members of this department, but there are some cases in which it is expedient for it to be done by the Veterinary Assistant Surgeon in charge of a hospital or dispensary.

(2) The following fees will be charged for destroying animals at all Government Veterinary institutions:—

(*a*) For horses, cattle and other large animals—The actual charges incurred for destruction and disposal subject to a minimum of Rs. 3 in each case.

(*b*) For small animals like dogs—8 annas for each animal.

(G.O. No. 160, Revenue, 10th January 1918 ; G.O. No. 242, Development, 12th February 1928.)

(3) No admission fee should be charged for animals brought for destruction. The above fee for destruction includes cost of disposing of the carcass. When an animal is sent for both destruction and post-mortem examination, the fee prescribed for post-mortem examination only should be charged and no fee should be charged for destruction.

(D. Dis. No. 947-D/28.)

(4) The charges actually incurred in disposing of the carcasses of patients which die or are destroyed in the institutions at the request of a client may be met from contingencies, but in the case of large animals, which were not suffering from a contagious disease it should be possible to find a chuckler willing to remove the carcass for the sake of the skin without any expenditure to the veterinary institution.

(5) No fees need however be levied, if the officer attending on the case advises its destruction on humanitarian grounds and carries it out with the consent of the owner. The charges for the disposal of such carcasses if any, should be borne by the owner.

(6) No fee should be charged for the destruction of an animal believed to be rabid nor for the removal of the brain of animal which has bitten or licked a human being.

115. *Cases charged under the Prevention of Cruelty to Animals Act.*—(1) The following instructions with regard to cruelty cases after arrest by agents of the society for the prevention of cruelty to animals are issued for the guidance of the Veterinary Assistant Surgeons in charge of veterinary institutions which have been declared infirmaries under the Prevention of Cruelty to Animals Act. The Act is reproduced in Appendix A (5).

(2) Government have appointed the Veterinary College hospital and the Pinjrapole of the Madras Society for, the Prevention of Cruelty to Animals in the Madras City and certain veterinary institutions in the mofussil to be infirmaries for the purposes of Section 6-B (1) of the Prevention of Cruelty to Animals Act (Act XI of 1890) and have authorized the detention of animals in those places pending their production before a Magistrate. The Government have also authorized the agents, Inspectors, etc. of the Society for the Prevention of Cruelty to Animals under section 14 of the act to exercise the powers under that section, inclu ding the power to seize animals and produce them for examination by the nearest Magistrate. In view of these, under section 6 (*b*) (i) read with section 14 of the Act, the agents of the Society for Prevention of Cruelty to Animals are competent to detain animals in S.P.C.A. cases in infirmaries pending their production before a Magistrate.

(G.O. No. 1358, Development, 12th April 1948; R. Dis. No. 5295-II/47.)

(3) Cruelty cases arrested under Section 6 (i) of the Prevention of Cruelty to Animals Act should be taken by the Agents of the Society for the Prevention of Cruelty to Animals to a Magistrate. If a conviction is made and the animal, in the opinion of the Magistrate, requires attention, he should remand it for treatment to the local veterinary institution declared to be an infirmary under the Act, where it should be detained until fit for work. It should then be returned to the owner and the Magistrate informed accordingly.

(4) If a Magistrate has any doubt when disposing of a case in regard to the nature of the injury to any animal he may call on the officer-in-charge of the infirmary for an expert opinion. In such cases, if the animal is sent to the infirmary and requires treatment it should be detained until orders are passed by the Magistrate, otherwise it should be discharged and the Magistrate informed accordingly.

(5) If a Magistrate takes it upon himself to order the release of an animal before it is completely cured, the officer-in-charge of the Veterinary institution should be careful to say that in his opinion the animal is not yet fit for work.

(6) With regard to incurable cases, a Veterinary Assistant Surgeon should always obtain the approval of the District Veterinary Officer before certifying that such is the case. Unless the owner wishes to have the animal destroyed, such incurables should be sent to a Pinjrapole in places where one exists, with the approval of the Magistrate in each

case. In places where there is no Pinjrapole, the District Magistrate or the District Superintendent of Police should be asked to order, under the powers conferred on him by section 10 of the Act, the destruction of the animal, unless there is any sentimental objection to this procedure.

(7) The owners of animals sent to infirmaries by the officers of the Society for Prevention of Cruelty to Animals should provide the necessary fodder for the animals. If not, they should pay the cost of feeding the animals according to the scale prescribed by the District Magistrate or in Madras City by the Commissioner of Police. The Principal, Veterinary College and the District Veterinary Officers are responsible for seeing that, in respect of every institution declared to be an infirmary under the Act, a scale of feeding charges for cruelty cases is sanctioned by the requisite authority.

(8) If at the time of discharging an animal, there is any unspent balance out of the advance collected as feeding charges, the amount should be refunded to the owner. Also, if an animal is sold under section 5 (5) of the Act on account of the owner not paying the feeding charges and removing his animal after proper notice has been given to him, any balance from the amount realized should be paid to the owner.

116. *Realization of fees.*—(1) A cash receipt should be issued in respect of every item of fees collected.

(2) In the case of respectable clients who have not paid the hospital dues in advance, a bill for the amount due should be sent promptly with a request for immediate payment.

(3) In the case of reminders which are issued to clients for early payment of their dues to the institution, the first and second reminders should be sent by ordinary post and the third and subsequent reminders by registered post. The cost of reminders sent by registered post should be recovered from the parties in addition to the amount due from them.

(D. Dis. No. 1542-I/40.)

117. *Irrecoverable outstanding.*—(1) A list of irrecoverable dues in respect of Veterinary institutions for each year ending 31st December should be sent by the District Veterinary Officers, so as to reach the Head Office on the 20th January each year. The return should be prepared in two sections for the half-years ending 30th June and 31st December and should contain all the particulars of the amounts to be written off for each half year and also detailed remarks against each item fully explaining the attempts made to recover the dues from the repriparties. A similar list in respect of the Veterinary College for the half-years ending 31st March and 30th September should be sent by the Principal to the Head Office not later than 10th April and 10th October each year.

(R. Dis. No. 6460–I/52.)

(2) The Director has powers to write off non-realizable sums due to Government under this head up to Rs. 50 in any one half-year for each Veterinary District.

(G.O. No. 1593, Development, 24th September 1929; D. Dis. No. 703-A/29.)

118. *Comparative statement and graph.*—(1) A comparative statement of admissions of the different kinds of animals both as out-patients and in-patients will be maintained in each institution in Form No. 43 Special to this department.

(D. Dis. No. 685-II/40.)

(2) The Veterinary Assistant Surgeons in charge of veterinary institutions should maintain a graph sheet showing the progress of admissions, average attendance and castrations in the verterinary institution from year to year in the prescribed form. The lines should be drawn in black in the manner indicated in the graph sheet. The graph sheet may be encased in a glass frame to keep it clean and prevent damage.

(D. Dis. No. 1273/II/40.)

119. *Hospital returns.*—(1) A monthly return in standrad Form No. 6 special to this department should be submitted by every Veterinary Assistant Surgeon in charge of the veterinary institution to the Controlling Officer not later than the 10th of the month following that to which it relates. The live-stock improvement work done should be shown on the reverse of this return.

(2) Post-mortem and destruction cases should be noted as "dead" in the monthly return, but in the remarks column the number of patients died in the veterinary institution and the number brought for post-mortem examination and for destruction should be separately stated.

(3) A statement showing the average daily attendance at the several veterinary institutions in their charge should be submitted by the district Veterinary Officers for every half-year ending 30th June and 31st December in the form in Appendix J (4) so as to reach the Head Office not later than the 15th July and 15th January respectively.

(D. Dis. No. 481-A/30.)

120. *Visitors Book.*—A Visitors' Book will be maintained at each veterinary institution for noting in it the remarks made by unofficial visitors and officers of other departments. Anything concerning an institution which a departmental inspecting officer wishes to bring to the notice of the Director should be done by means of a separate letter but in the Visitors Book he should merely state "Inspected on (date)". Only copies of remarks which should be seen by the Director or which require his orders should be submitted by the Veterinary Assistant Surgeon to Head Office through the District Veterinary Officer concerned. Copies of other remarks will be sent to the District Veterinary Officer for disposal.

121. *Visiting Committee.*—In order to create interest in the public in the working of veterinary institutions a small Visiting Committee consisting of 3 to 5 local gentlemen may be formed for each institution. They will pay periodical visits, say once a month, usually between 7-30 a.m. and 10 a.m. on any day and record their remarks in the Visitors' Book. Members of the Visiting Committee for the hospital attached to the Veterinary College are nominated by Government.

122. *Non-Government veterinary institutions.*—(1) These institutions are run by zamindars or other private gentlemen out of their own resources either for the benefit of their own livestock or for the treatment of cattle belonging to the ryots. The private body employs its own Veterinry Assistant Surgeon to be in charge of the veterinary institution or takes on loan the services of a departmental Veterinary Assistant Surgeon under the Foreign Service Rules. See also paragraph 58.

(2) The power of a District Board to make contributions to private veterinary institution is restricted only to such institutions as are approved by the Director of Animal Husbandry.

(G.O. No. 342, L.A., 27th January 1939; R. Dis. No. 1483-C/38.)

(3) Owners of private veterinary institutions should frame their own rules for the working of the institution. As far as possible, the rules relating to Government Veterinary Hospitals and Dispensaries should be followed in these institutions.

(4) When the controlling authority of a non-Government Veterinary institution contemplates the grant of casual leave to the Veterinary Assistant Surgeon in charge, it is suggested that the District Veterinary Officer concerned be asked to supply a substitute as the procedure of closing the institution while the Veterinary Assistant Surgeon is absent is undesirable and likely to affect its popularity'. Timely intimation should be given, for, the proposed substitute may be on tour and not readily available. The to and fro travelling and halting allowances of the departmental Veterinary Assistant Surgeon thus spared for relief should be borne by the private body concerned.

(5) Non-Government veterinary institutions will be inspected by the Director and the concerned District Veterinary Officer of the Animal Husbandry Department periodically, if required.

(6) (i) The annual and supplemental indents on the Medical Stores Depot for medicines, etc., required for private veterinary institutions should be submitted by the Veterinary Assistant Surgeon to the Director for countersignature through the Controlling authority and the concerned District Veterinary Officer, except in the case of appliances required for innoculation purposes.

(ii) Non-Government institutions are not authorized to obtain rectified spirit absolute alcohol, etc., from the Medical Stores Depot. They may indent for methylated spirit or denatured spirit.

(Paragraph 505, Civil Medical Code, D. Dis. No. 2876-V/48.)

(iii) Veterinary Assistant Surgeons in charge of non-Government institutions should ascertain from their Controlling Authority the amount allotted for medicines and instruments for the institutions before preparing the indent.

(iv) Each private body which is authorized to obtain its requirements from the Medical Stores Depot should deposit into the

nearest Government treasury in favour of the Controller of Military Accounts, Southern Command, Poona the total cost of the stores it indents for, calculated at the rates in the Priced Voucher of Medical Stores plus 40 per cent thereof to cover the cost of containers, packing charges, freight, etc., and the usual 10 per cent surcharge. The treasury receipt should be sent along with the indent. The amount deposited will be shown by the Medical Stores Depot below the total cost of the stores supplied in the priced copy of issue vouchers and later on arrangements made to refund, if there is any excess or intimate the extra amount due on the supplies.

(D. Dis. No. 2917-IV/40.)

(v) Instruments in non-Government veterinary institutions requiring repairs should be sent by the Veterinary Assistant Surgeon in charge to the Deputy Assistant Director, Medical Stores Depot, Madras, direct with the permission of his controlling authority.

(7) Veterinary Assistant Surgeons in charge of non-Government institutions should obtain the orders of their controlling authority for the disposal of empty bottles, jars and other containers which are not required for the institution.

(8) Veterinary Assistant Surgeon in charge of private veterinary institutions should obtain and maintain, if possible, all registers similar to those used in Government veterinary institutions.

(9) The Veterinary Assistant Surgeons in charge of non-Government veterinary institutions should submit their indents for Standard Forms special to the Animal Husbandry Department through their controlling Authority to the District Veterinary Officer so as to reach him before 1st August each year. The District Veterinary Officer will check the indent and send it to the Head Office along with his own indent for the forms. The requirements of non-Government veterinary institutions will also be included in the distribution statement prepared in the Head Office and the indent sent to the Superintendent, Government Press, Madras, who will arrange for the supply of the forms direct to the institution and recover the cost

(G.O. P. No. 2384, Revenue, 28th October 1915.)

(10) Veterinary Assistant Surgeons in charge of non-Government veterinary institutions should send to the District Veterinary Officer through their controlling authority a monthly hospital return in Form No. 6 Special to the Animal Husbandry Department not later than the 10th of the month following that to which the return relates.

(11) (i) In cases in which a private veterinary institution incurs any expenditure out of its funds, in connection with post-mortem examination of animals, conducted upon the lawful requisition of a police officer, the District Magistrate may sanction the expenditure actually incurred by the institution subject to a maximum of Rs. 5 in each case.

(G.O. No. 204, Judicial, 18th June 1926.)

(ii) The cost of chemicals and chemico-legal appliances supplied to non-Government institutions for chemico-legal purposes is debitable to the controlling authorities concerned.

(12) Veterinary Assistant Surgeons in charge of private veterinary institutions should prepare their annual administration reports on the same lines, as laid down for Government veterinary institutions. The report together with all the prescribed tables should be prepared in triplicate of which one should be sent to the District Veterinary Officer, one to the controlling authority not later than the 5th April of every year and the third retained as office copy.

Section 8—Touring Veterinary Assistant Surgeons.

123 (1) A Touring Veterinary Assistant Surgeon will usually be placed in charge of one or more taluks of a district with headquarters at the most convenient place as decided upon by the Director in consultation with the District Veterinary Officer concerned who will invariably ascertain the opinion of the Collector.

(2) A Touring Veterinary Assistant Surgeon, who has his headquarters at the station, a veterinary institution, should attend the institution every morning while he is in headquarters and assist the Veterinary Assistant Surgeon in charge of the Veterinary Institution in carrying out his work. The attendance register maintained at the institution should invariably be signed by the Touring Veterinary Assistant Surgeon each day of his attendance.

(3) Efforts should be made by a Touring Veterinary Assistant Surgeon to visit all parts of his charge at least once a year in order that cattle mortality registers may be checked and unreported outbreaks of contagious disease detected if any exist.

(4) The chief duties of a Touring Veterinary Assistant Surgeon are:-

(i) Control of contagious diseases by promptly attending to all outbreaks occurring within his jurisdiction ;

(ii) Treatment of ordinary ailments of animals at his headquarters and on tour ;

(iii) inspection of breeding bulls and their progeny, rams and their progeny and any other animals maintained in the breeding policy.

(iv) Castation of scrub bulls.

(v) Propaganda.

(D. Dis. No. 4897-II/46.)

(5) When attending to an outbreak report the Touring Veterinary Assistant Surgeon should endeavour to treat cases both in the village affected and in those immediately surrounding which he will visit in order to see if the contagious disease, to which he has been called, is spreading.

(6) Veterinary Assistant Surgeons shall in the course of their tours treat all cattle, buffaloes, sheep, goats, poultry, etc and castrate bulls free of charge. Treatment shall include minor operations such as

suturing, opening external abscesses and other more or less superficial operations. A private practice fee may be levied for the treatment of animals belonging to wealthy landlords and merchants.

(G.O. No. 1494, Revenue, 5th May 1917.)

124. (1) The Collectors of most districts have instructed their Tahsildars to supply the Touring Veterinary Assistant Surgeons of their taluk with their tour programme on application. Advantage should be taken of this, especially in those places where a Veterinary Assistant Surgeon has difficulty in convincing the ryots of his usefulness to them. Tahsildars cannot be expected to provide cases for treatment, but their mere presence in the same camp will in many cases be sufficient introduction for the Veterinary Assistant Surgeon to the people possessing sick animals.

(2) When he visits a village, the Touring Veterinary Assistant Surgeon should,—

(*a*) Examine and initial the cattle mortality register maintained by the village-headman. If it is wrongly maintained, the headman should be given help and instructions in the matter. If a contagious disease is found to be prevailing and unreported, the Tahsildar should be informed of this and, if the case is a bad one, a special report should be made to the District Veterinary Officer so that the Tahsildar or the Collector of the district may be addressed by the District Veterinary Officer if he considers it necessary.

(*b*) He should interview the village officers and ryots and attempt to obtain cases for treatment, castration, etc.

(*c*) Inspect the village herd or herds and point out cases which require treatment of any kind. This is best done at the cattle stand either in the morning or evening.

(*d*) Inspect the cattle pound and treat the animals impounded in it, if they need it.

(*e*) The Touring Veterinary Assistant Surgeon should mix with the ryots as much as possible and generally try to convince them of the advantages of obtaining veterinary help in the treatment both of contagious and non-contagious diseases of animals.

(3) The other duties of the Touring Veterinary Assistant Surgeon are—

(i) Finding out the diseases hidden which prevail in a taluk and mapping out the areas where found, such as protozoan helminthic, obscure, etc.

(ii) Similar work in connection with pathological lesions caused by nutritional disorders.

(iii) Investigating why animals in particular areas are stunted in growth. Is it due to actual starvation or a deficiency in the food (mineral, vitamin or trace elements) protozoan or helminthic, one or other of these causes or all combined?

(iv) Livestock improvement work.

(D. Dis. No. 4897-11/46.)

(4) The Office of each Touring Veterinary Assistant Surgeon should contain a list of villages of each taluk in his charge showing the places where and the day on which cattle markets are held.

(5) With a view to facilitate inspection of Touring Veterinary Assistant Surgeons at headquarters or in camp by District Veterinary Officers, the former should maintain and keep with them always a comparative statement of work done by them in the form in Appendix V (5).

125. *Disposal of peons attached to touring billets which are temporarily closed.*—The following procedure should be observed regarding the disposal of peons attached to touring billets which are temporarily closed for want of hands :—

(i) Orders regarding the disposal of peons should be issued by the District Veterinary Officer along with the orders for the temporary closure of touring billets.

(ii) When a touring billet is closed temporarily and the peon attached to it desires to go on leave, he may be granted the leave to which he is eligible.

(iii) When there are temporary peons in a district and it is expected that a touring billet will remain closed for about a month or more, the peon of the closed billet may replace the junior most acting or temporary peon in the district (including the peons of the District Veterinary Office).

(iv) If all the peons in a district are permanent and a touring billet is closed only for a week or two, the peon of the closed billet may be allowed to remain at his headquarters or attend a veterinary institution, if there is one at his headquarters.

(D. Dis. No. 455-II/43.)

Section 9—Veterinary Assistant Surgeons in General.

126. *Minor Veterinary Dispensaries.*—Minor Veterinary Dispensaries are opened at the Headquarters of the Touring Veterinary Assistant Surgeons depending on the needs of the place and willingness of the local body or the private people of the area to provide a building for the dispensary or to contribute towards the expenditure for the purpose. These Touring Veterinary Assistant Surgeons have no systematic tours to perform but their tours will be confined only for the attendance of outbreak reports within their jurisdiction.

(G.O. No. 182, Development, 12th January 1950; R. Dis. No. 3054-II/48.)

127. *First aid centres.*—(1) In order that the Touring Veterinary Assistant Surgeons (including those in charge of Minor Veterinary Dispensaries which have been provided with a Veterinary and Livestock Inspector or Stockman Compounder) may be more serviceable to the ryots, two

remote villages are selected for the opening of First Aid Centres where the local body or influential ryots are prepared to provide a room with furniture for the First Aid Centre and also certain important drugs required for the treatment of ordinary ailments of cattle.

(2) Each centre is visited by the Touring Veterinary Assistant Surgeon regularly on a fixed day in the week and he should treat all cases that are brought to the centre. The number of cases treated at the centres should be taken as cases treated on tour. The Touring Veterinary Assistant Surgeons should take this opportunity to freely mingle with the ryots and do propaganda for the department.

(3) Whenever the Touring Veterinary Assistant Surgeon is unable to visit a centre on account of other more important work he should intimate the fact sufficiently in advance to the villagers either through the village headman or the President, Village Panchayat or any other responsible person in the village.

128. *Inspection of cows supplying milk to jails and hospitals.*—(1) The Veterinary Assistant Surgeons in charge of Veterinary Hospitals, Coimbatore and Salem are required to visit the Dairy Farms maintained by the local jail twice every week, as a routine, and at other times when the Superintendent of the jails require their services for which they are paid by the Jail Department a conveyance allowance at the rate of Rs. 2 per trip subject to a maximum of Rs. 30 per month.

(G.O. No. 586, Home, 19th February 1953 ; D. Dis. No. 8208-III/52.)

(2) In all cases where the Government or the Director has so ordered, the local Veterinary Assistant Surgeon should pay surprise visits and inspect the cattle depots maintained by the Co-operative Societies or Unions or private milkmen who supply milk to jails or hospitals once a month and certify that the cows are free from disease and that the milk is produced under hygienic conditions. This certificate should be sent to the Inspector-General of Prisons or the Superintendent of the concerned hospital as the case may be. The District Veterinary Officer may sanction reasonable conveyance charges to the Veterinary Assistant Surgeons for this duty.

(D. Dis. No. 1566-IV/40 ; D. Dis. No. 2934-IV/40.)

129. *Co-operative milk supply organisations.*—(1) Veterinary Assistant Surgeons in charge of Veterinary Institutions should inspect preriodically about once a month the milch cattle belonging to the local co-operative milk supply organisations and the milking centres maintained by them. The Travelling allowance or conveyance charges of the Veterinary Assistant Surgeon should be recovered by the District Veterinary Officers from the organizations concerned where they agree to bear such charges. In cases where the inspections cannot be undertaken by the Veterinary Assistant Surgeon in charge of the verterinary institution, the inspection should be done by the Touring Veterinary Assistant Surgeon concerned.

(2) The inspection should be mainly of an advisory nature. The Veterinary Assistant Surgeons should inspect the milch cattle, milk vessels, milking yards, methods of handling and distribution of milk

and make practical suggestions to help in ensuring the hygienic production and distribution of milk. At the end of each month a report should be submitted by the Veterinary Assistant Surgeon to the District Veterinary Officer in the form in Appendix J (6).

(G.O. No. 2, Development, 2nd January 1942 ; D. Dis. No. 3771-IV/41.)

130. *Bonemeal.*—(1) Every endeavour should be made by the staff to popularise the use of mineral mixture in the feed for cattle by the ryots, which helps the animals to grow stronger and healthier. For this purpose, the District Veterinary Officers should arrange to obtain the required quantity of sterilised bonemeal in 14 lb. packets and stock them in veterinary institutions for sale. The selling price should be fixed calculated on the price charged by the suppliers plus the transport and other incidental charges incurred on each consignment, so that there should be no loss to Government in the transaction.

(D. Dis. No. 3782-IV/43.)

(2) A register in the following form should be maintained for the receipts and expenditure of bonemeal.

Date.	Quantity received.	Quantity issued.		Balance.	Amount realized.		Date of remittance into treasury.
		For breeding bulls.	Sold to the public.		Cost of bonemeal.	Sales Tax.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	LB. OZ.	LB. OZ.	LB. OZ.	LB. OZ.	RS. A. P.	RS. A. P.	

131. *Disease investigation.*—The Veterinary Assistant Surgeons should report to the Concerned Veterinary Disease Investigation Officer by telegram if necessary, any obscure or hidden diseases of horses, cattle sheep, poultry, etc., suspected by them and assist the Veterinary Disease Investigation Officers in carrying out field investigations.

132. *Parasites for identification.*—(1) Specimens of endoparasites met with in animals at the slaughter houses and at autopsies should periodically be sent in 5 per cent formalin, to the Principal, Veterinary College, Madras for identification and report.

(2) Ectoparasites such as flies and their larvae, fleas, lice and ticks found on the body of animals or in the stalls or in the locality should be periodically sent both in a fresh condition as well as preserved in 5 per cent formalin solution. This should invariably be done when there is any protozoan infection present.

133. *Professional note-book.*—Every Veterinary Assistant Surgeon in charge of a Veterinary Institution and Touring Veterinary Assistant Surgeon should maintain professional Note-Books A and B, for recording all they can about the diseases prevailing in their respective jurisdiction and notes on livestock in their jurisdiction, type of animals, trade, method

of dealing with livestock products, etc. As far as diseases are concerned the Touring Veterinary Assistant Surgeons should, as a rule confine themselves to contagious diseases and the Veterinary Assistant Surgeons in charge of Veterinary Institutions to non-contagious diseases. Book " A " should be used for recording detailed particulars of individual cases of professional interest noted upon, since it will be necessary for a Veterinary Assistant Surgeon to refer to this book for material about which he is going to record a resume or note as a result of his experience or observation. This resume or note should be recorded in Book " B " so that in course of time, useful information may be available. For this purpose, the District Veterinary Officers during their inspection should select not more than three diseases on which a Veterinary Assistant Surgeon is to record his observation and issue instructions to the Veterinary Assistant Surgeon and examine both the note-books at their subsequent inspections. Any item of special interest recorded should be communicated by the District Veterinary Officer to the Director and to the other Veterinary Assistant Surgeons under his charge.

(D. Dis. No. 5250-IV/39 ; No. 5246-IV/40.)

134. *Professional articles.*—(1) The Officers and subordinates of the department are advised to contribute professional articles for publication on the results obtained by them from an investigation undertaken in the course of official duties or in an institution maintained and with facilities provided by the Government. These articles should invariably be sent through the immediate superior officer and the Director.

(2) The officers of this department need not obtain the previous approval of the Director to contribute to non-Government publications, articles, based on results obtained from independent research and observation or from private study.

(G.O. No. 278, Public, 20th February 1930.)

(3) In preparing professional articles the subordinate staff should see that no faulty language is used, the expression should be precise and the general make up should be all that could be desired. When an article is received, the Controlling Officer should not simply forward it to the Head Office but should read it carefully, suggest amplifications, alterations and corrections and return it to the author to have it rewritten if found necessary. In many instances, the language could be improved and the Controlling Officer should be able to help the authors in this respect.

(D. Dis. No. 7927-II/41.)

Section 10—Meat inspection.

135. *Government's instruction to local bodies.*—All animals slaughtered for human consumption should be slaughtered in public slaughter houses as far as possible and the animals subjected to ante and post-mortem examination by a qualified Veterinary Assistant Surgeon without employing a Sanitary Inspector for the purpose if the Municipal Council and Local Boards can secure the services of a Veterinary Assistant Surgeon in or near their jurisdiction and also pay for their services.

(G.O. No. 3090, LA. 11th November 1941 ; R. Dis. No. 6232-II/40.)

136. *District Veterinary Officers' responsibility.*—In places where a local body has not employed a Veterinary Assistant Surgeon on its staff it is the duty of the District Veterinary Officers to try and get meat inspection work for the Veterinary Assistant Surgeons of the department with a fair remuneration for the work, which will depend largely on the financial position of the local body concerned and the amount of inspection work. No correspondence on the subject should be allowed to take place between the local body and the Veterinary Assistant Surgeon. If a local body writes to the local Veterinary Assistant Surgeon in the matter, the latter should forward the reference to the District Veterinary Officer who should then continue the correspondence with the local body. When once the amount of remuneration is settled by the District Veterinary Officer with the local body, the Veterinary Assistant Surgeon has no option of deciding whether the work should be done by him or not.

(D. Dis. No. 2109-II/40 ; No. 2842-II/41.)

137. *Remuneration to Veterinary Assistant Surgeons.*—(1) Veterinary Assistant Surgeons in charge of Veterinary institutions situated within municipal limits or in areas under the control of local bodies including Panchayats may accept a remuneration up to a maximum of Rs. 15 per mensem from the municipality or the local body concerned for work which they may be called upon to undertake in connection with meat inspection in slaughter house.

(G.O. No. 1583, Development, 28th November 1922; G.O. No. 1734, Development, 13th September 1930; R. Dis. No. 2103-A/30; G.O. No. 1659, Development, 30th June 1939, R. Dis. No. 3763-II/39.)

(2) The maximum remuneration fixed above is exclusive of any conveyance allowance that may be granted to them by the municipalities.

(G.O. No. 1797, Development, 14th December 1925 ; R. Dis. No. 826-A/25.)

(3) The question of the grant of a conveyance allowance by Panchayat Boards to the Veterinary Assistant Surgeons for meat inspection work should be decided by Government on the merits of each case, depending upon (*a*) remuneration offered by the Panchayat Board to the Veterinary Assistant Surgeon for meat inspection work and (*b*) the distance from the Veterinary institution to the slaughter house or slaughter houses.

(G.O. No. 4713, Development, 3rd November 1944; R. Dis. No. 4694-II/43.)

138. *Powers of Veterinary Assistant Surgeons to seize and destroy unwholesome meat.*—(1) In cases where Veterinary Assistant Surgeons of this department are employed for meat inspection work by Municipalities and Local Boards, the Veterinary Assistant Surgeons will have power to seize and destroy the meat declared by them as unsuitable for human consumption with the owner's consent, only if the Municipal Commissioners have delegated their powers under Section 274 of the Madras District Municipalities Act to the Veterinary Assistant Surgeons. But where the owners' consent is not forthcoming, the unwholesome meat may be seized and destroyed under section 276 of the Madras District

Municipalities Act. In the absence of the delegation of powers referred to above, the duty of the Veterinary Assistant Surgeon is to report to the Municipal Health Officer for necessary action.

(2) The powers of the executive authority in so far as they relate to seizure of animals, shall be performed and discharged by the Municipal Veterinary Assistant Surgeon wherever such an officer has been appointed subject to the general control of the Municipal Health Officer or by the Government Veterinary Assistant Surgeon wherever such officer has been specially permitted by the Government to attend to the seizure of animals.

(G.O. No. 3726, P.H., 5th November 1948 ; D. Dis. No. 8211-II/48.)

(3) With regard to the disposal of unwholesome meat detected in the slaughter houses of district boards and panchayat boards, the Veterinary Assistant Surgeons as inspecting officers have the power to reject it or destroy it as the case may require, in accordance with any by-laws framed for the regulation of slaughter houses by the concerned local boards. In the case of panchayat boards, however, the provisions of sections 272 and 277 of the Madras District Municipalities Act should first be extended to the Panchayat area before the Veterinary Assistant Surgeon is empowered to seize unwholesome meat and destroy it.

(R. Dis. No. 6364/II/41.)

139. *Quarterly returns.*—Veterinary Assistant Surgeons of the Department who are engaged on meat inspection work in Municipalities, panchayat Boards, etc., are required to submit to the District Veterinary Officer a return in Form No. 40 special to this department for every quarter of the official year to enable the latter to maintain a register in the same form. The local bodies who employ whole-time Veterinary Assistant Surgeons are also required to send a similar quarterly return to the District Veterinary Officer concerned.

(G.O. No. 2974, L.S.G., 9th July 1936 ; R. Dis. No. 287-F/36.)

140. *Statistics of livestock slaughtered.*—A statement in the prescribed form in Table No. III of Appendix J (25) showing livestock slaughtered in recognised slaughter houses during each official year is due in the Head Office from all municipalities and local boards before 15th May of the following year for purposes of the Administration Report. The statements pertaining to the District Boards should show figures in respect of all slaughter houses in the district including those under the control of panchayats, if any, but excluding municipalities.

(G.O. No. 874, L.A., 6th March 1939 and Memorandum No. 41963-E/47-1, L.A., 3rd December 1947.)

141. *Categories of animals prohibited from being slaughtered.*—(1) The slaughter of the following categories of cattle for purposes of consumption either by civil or military authorities is prohibited :—

(i) Cattle below three years of age.

(ii) Male cattle between three and ten years of age which are used or are likely to be used as working cattle.

(iii) All cows between three and ten years of age which are capable of producing milk, other than cows which are unsuitable for bearing off-spring and

(iv) All cows which are pregnant or in milk.

Explanation.—The terms "Cattle" and "Cows" include buffaloes.

(v) Ewes below 2½ years when they possess six permanent incisors all in wear.

(vi) Female goats below two years when they possess four permanent incisors all in wear.

(vii) Male goats and sheep (castrated or entire) below 1½ years when they possess two permanent incisors and the sixth permanent molars are also erupted.

(2) Any civil veterinary authority whether of gazetted or non-gazetted rank may object to the slaughter of a particular animal falling under any of the categories mentioned above. For this purpose, such authority may enter the military butchery pens after intimation to the officer in charge of the butchery pen concerned enter slaughter houses and inspect any premises in which he has reason to believe that slaughter of any animal in contravention of the provision of this order is taking place.

(3) In the case of slaughter for civil consumption, if any doubt arises as to whether an animal falls within any of the categories mentioned above or not it shall be presumed that the animal falls within such category and it shall not be slaughtered unless a declaration is obtained from the Veterinary Officer not below the rank of Veterinary Assistant Surgeon certifying that the animal does not fall within such category.

(G.O. No. 4102, Development, 20th October 1945; D. Dis. No. 3543-II/44; G.O. No. 672, Development, 12th February 1946; D. Dis. No. 3771-II/45; G.O. No. 3710, Development, 30th September 1946; D. Dis. No. 1620-II/46.)

Section 11—Veterinary and Livestock Inspectors.

142. The Veterinary and Livestock Inspectors should be given the following items of work under the guidance of the Veterinary Assistant Surgeons under whom they are working :—

Work in connection with—

(1) Sheep shearing units.

(2) Poultry units.

(3) Milk recording.

(4) Inspection of bulls in the premium and other schemes and calves born to them and the records connected therewith. (The Touring Veterinary Assistant Surgeons and the District Veterinary Officers will however continue to inspect bulls, etc., during the course of their tours.)

(5) Castration.

(6) Immediate attendance at outbreak of diseases until a Veterinary Assistant Surgeon takes charge. Wherever preventive inoculations are indicated the Veterinary Assistant Surgeons may depute the Veterinary and Livestock Inspectors to carry out inoculations independently.

(7) To carry out proper disposal of infective carcasses and materials and disinfection of infected areas.

(8) To assist the Veterinary Assistant Surgeon in enforcing the Animal Diseases and Livestock Improvement Acts.

(9) Propaganda based on departmental leaflets, etc.

(D. Dis. No. 4685-II/50.)

Section 12—Compounders and Stockmen.

143. *Compounders.*—The duties of a compounder in a Veterinary Institution are :—

(*a*) to dispense medicines,

(*b*) to keep the instruments, appliances, etc., clean.

(*c*) to dress minor cases.

(*d*) to help the Veterinary Assistant Surgeon in operations and other difficult cases, and

(*e*) to assist the Veterinary Assistant Surgeon in the clerical work by making fair copies, etc.

144. *Stockmen-compounders.*—(1) Stockmen compounders are employed both in Veterinary Institutions and under Touring Veterinary Assistant Surgeons. Some are also attached to particular schemes and special works such as Poultry Production Centres, Cattle Breeding Societies, etc. The men attached to the Veterinary Institutions attend to the duties normally performed by the compounders and those posted to special work, etc., have definite items of duties to perform in connection with such work. The services of the Stockmen-compounders allotted to touring billets should be utilized in all possible ways to the maximum benefits of the department.

(2) The Stockmen-compounders must work directly under the supervision of the Veterinary Assistant Surgeons.

(3) On their first appointment, the Stockmen-compounders should tour with the Touring Veterinary Assistant Surgeons until such time as the Touring Veterinary Assistant Surgeons certify them fit to tour independently and thereupon may be entrusted with the following items of work :—

(i) After visiting a village, where the Livestock Improvement Act is enforced and after issuing licences to bulls fit for breeding purposes, the Touring Veterinary Assistant Surgeons may depute the Stockmen-compounders to castrate all the other scrub bulls in the village.

(ii) The Touring Veterinary Assistant Surgeons will draw out a tour programme for the Stockmen-compounders and ask them to verify the services performed by bulls under various schemes and record them in the respective registers.

(iii) The Stockmen-compounders will attend to castration requisitions when the Touring Veterinary Assistant Surgeons are otherwise engaged.

(iv) During outbreaks of contagious diseases requiring preventive inoculation, the Veterinary Assistant Surgeons after diagnosing the nature of the disease and arranging for inoculations may depute the Stockmen-compounders to carry out the inoculations independently.

(v) The Stockmen-compounders while going on independent tour, should be supplied with a certain amount of common drugs and asked to treat ordinary ailments of animals.

(vi) The Veterinary Assistant Surgeons should use their discretion about sending the Stockmen-compounders for independent work and when their presence with them will be more helpful they should take the Stockmen-compounders with them to complete the work quicker.

(vii) On days on which the Stockmen-compounders work independently, they should be asked to maintain separate diaries of work done by them which should be submitted to the District Veterinary Officers through the Touring Veterinary Assistant Surgeons concerned.

(viii) The particulars of work done by the Stockmen compounders during their independent tours should be recorded in a tour register, and the same should also be shown separately in the summary sheet of the diaries of the Veterinary Assistant Surgeons.

(ix) In all cases, Touring Veterinary Assistant Surgeons should make it their responsibility to inspect and check the work of the Stockmen-compounders whenever they visit a particular locality subsequently.

(x) While in headquarters or when accompanying the Veterinary Assistant Surgeons on tours, the Stockmen-compounders, must help them in fair copying and proper maintenance of records in addition to the usual assistance rendered by them on the professional side.

(xi) The Stockmen-compounders must have a thorough knowledge of the departmental leaflets, rules and regulations.

145. The following items of work should not be entrusted to the Stockmen-compounders :—

(i) They must not be allowed to conduct inspection of breeding bulls.

(ii) They must not be empowered to grant licences or revoke them.

(iii) They should not be allowed to attend outbreaks of diseases independently and conduct preventive inoculations before the disease is diagnosed by the Veterinary Assistant Surgeons.

(iv) They should not submit indents for biological products, stationery, stores, etc.

(v) They should not address any office directly.

(D.Dis. No. 6280-III/46.)

Section 13—Forest and Agricultural Departments.

146. *Forest Department.*—(1) An Inspector of Livestock and two Assistant Veterinary Inspectors are seconded for service in the Forest Department for the care and treatment of elephants and other Government livestock.

(2) The headquarters of the Inspector of Livestock are at Kozhikode; and those of the Assistant Veterinary Inspectors are at Manantoddy in the Wynaad taluk of Malabar district, and at Topslip on the Anaimalais in the Pollachi taluk of Coimbatore district.

(3) The Inspector of Livestock is a presidency officer having jurisdiction in South Kanara, Malabar, Nilgiris, and Coimbatore districts and he is also in direct charge of the elephants and other livestock in South Kanara and Nilambur Forest divisions. The jurisdiction of the Assistant Veterinary Inspector, Manantoddy, extends the whole of Wynaad Forest Division and one Forest Range in the Nilgiris Forest Division and that of the Assistant Veterinary Inspector, Topslip spreads over three Forest Ranges in the South Coimbatore Forest Division.

(4) The Inspector of Livestock is under the direct control of the Conservator of Forests, Ootacamund Circle and the Assistant Veterinary Inspectors are under the direct control of the District Forest Officers of the Wynad and South Coimbatore Forest Divisions. Their professional work is inspected periodically by the Director of Animal Husbandry.

(5) The Inspector of Livestock is required to inspect the work and the dispensary of the Assistant Veterinary Inspectors once in six months and submit the inspection reports through the District Forest Officer and the Conservator concerned to the Director of Animal Husbandry, Madras.

(6) The diary of the Inspector of Livestock is to be submitted to the Conservator of Forests, Ootacamund Circle, and a copy of his diary to the other concerned Conservators whenever he goes to the other Forest Circles. The diaries of the Assistant Veterinary Inspectors are to be submitted to the District Forest Officers concerned which go to the Conservators concerned through the Inspector of Livestock. They are required to submit once a month the professional parts of their diaries to the Director of Animal Husbandry, Madras.

(7) A departmental Veterinary Assistant Surgeon whose duty it is to inspect Government elephants in his jurisdiction should do it ordinarily once a quarter when the animals are in his headquarters or when he happens to go on duty near the place where the animals are working and at all times whenever he is called in by the Range Officers in charge of them.

(8) Each elephant has a service register, maintained by the Forest Department. The Veterinary Assistant Surgeon who inspects the elephant should enter his remarks regarding the condition of the animal and any treatment prescribed to the elephant in the respective service registers. The service registers of elephants are in the custody of the Range Officers and these can be got from their offices by the District Veterinary Officers or other inspecting officers.

(D.Dis. No. 744-II/48.)

147. The Inspector of Livestock and Assistant Veterinary Inspectors are permitted to have private practice including preventive inoculations at the specific request of private owners provided their legitimate duties are not interfered with. The Inspector of Livestock should obtain monthly returns of private practice undertaken from the Assistant Veterinary Inspectors, and consolidate them including his own return and submit copies of consolidated return direct to the Chief Conservator of Forests, the Conservators, Ootacamund and Coimbatore Circles and the Director of Animal Husbandry, Madras, so as to reach them not later than the 10th of the month following the month to which the return relates.

(G.O. No. 3602, Development, 7th August 1951; D.Dis. No. 1691-III/51.)

148. *Agricultural Department.*—One Gazetted Officer and two Veterinary Assistant Surgeons are seconded for service in the Agricultural Department for employment as Lecturer and Assistant Lecturers in Animal Husbandry respectively in the Agricultural College at Coimbatore. These officers work under the control of the Principal of the College. One of the Assistant Lecturers is in charge of the Veterinary dispensary attached to the Agricultural College.

Section 14—Tours.

149. *Tour programme.*—(1) Every officer whether Gazetted or non-Gazetted who proposes to go on tour should draw up his tour programme for the month and submit a copy of it to the Controlling Officer on the 25th of the preceding month or at least one week before proceeding to camp. Any deviation in the original tour programme or cases in which it is necessary to proceed on tour urgently, should be intimated to the Controlling Officer immediately. Tour programmes for Touring Veterinary Assistant Surgeons should not be made out by the District Veterinary Officers but should be left to the discretion of the Touring Veterinary Assistant Surgeons.

(D.Dis. No. 5707-I/50.)

(2) Gazetted officers should communicate their tour programmes to the Collector of the district and to all members of the Madras Legislature representing the districts in which they tour. In cases where the jurisdiction of a gazetted officer extends over only a portion of the district the tour programme should be communicated to the member or members representing that area. A note should invariably be added to every

tour programme to the effect that it may be necessary to deviate from it Tour programmes need not be communicated to the members of the Legislature in the case of surprise visits or seret ctours.

(G.O. No. 1536, Public, 8th July 1946 ; D.Dis. No. 4260-I/46.)

(3) The Touring Veterinary Assistant Surgeons should submit a copy of their tour programmes to the Collector of the district as it is necessary for the Collector to know the movements of Touring Veterinary Assistant Surgeons.

(D.Dis. No. 3010-II/41.)

(4) Before proceeding on tour each Touring Veterinary Assistant Surgeon will give careful instruction to the Post Office at his headquarters regarding the place to which his letter should be redirected. Similar instructions should be given, if necessary to the post offices he passes enroute. He will also leave a copy of his tour programme with the Veterinary Assistant Surgeon in charge of the Veterinary Institution if there is one at his headquarters.

150. *Duration of tour, etc.*—(1) A District Veterinary Officer is expected to spend on tour not less than 15 days per month or 90 days a half year and a minimum number of halts for ten nights per mensem outside headquarters or 60 nights per half year. Those who did not do the minimum touring in any half year should make up the deficit in the subsequent half year.

(G.O. No. 5924, Development, 17th December 1949 ; R.Dis. No. 8180-I/49.)

(2) The tours should be planned carefully every month, so as to be strictly in accordance with the certificate prescribed below which should be furnished in each tour programme. The anticipated or proposed work at each of the stations to be visited should be furnished in the tour programme. Frequent visits to one and the same place should be avoided unless for special reasons which should be clearly indicated.

Certificate.

Certified that the programme is so arranged as to include on tour all the places to be visited lying in the same direction, in the same area and that the tour arranged covers exhaustively all the work to be done in the concerned area.

(D.Dis. No. 1001-I/54.)

NOTE.—The District Veterinary Officers, Coimbatore East and West may go to places lying outside their jurisdiction within the Coimbatore Revenue district on official business.

(D.Dis. No. 1805-I/47.)

(3) A Touring Veterinary Assistant Surgeon is required to spend at least 20 days a month on tour and he should put in this number of days even when he takes casual leave during a month, except when he is necessitated by urgent and unforseen circumstances to avail himself of this leave at the end of the month.

(4) The Touring Veterinary Assistant Surgeon, Kollegal, is required to spend sixty days on tour every three months.

(5) Veterinary Assistant Surgeons in charge of Veterinary Institutions who have touring work to do should, unless otherwise directed confine their tours only for purposes of attending outbrecks of cattle diseases and the examination of Government animals and Government subsidised animals.

151. (1) A Touring Veterinary Assistant Surgeon will not make a rapid march except—

(*a*) to attend an outbreak report,

(*b*) when called by the Collector or his Divisional Officers or a more senior officer of this department,

(*c*) when called to attend Government Livestock, and

(*d*) when called by the Police to attend to criminal cases.

(2) If the outbreak is one of a disease like Rinderpest, which is likely to spread to surrounding villages, the Veterinary Assistant Surgeon should complete his work in the taluk to which he has been called.

152. *Camp establishment and equipment.*—(1) The District Veterinary Officers and the Gazetted Touring Officers of the department may tour with one clerk and one peon but the Head Clerk should not be taken on tour.

(D.Dis. No. 2353-E/34 ; D.Dis. No. 8031-II/40.)

(2) The Veterinary Investigation Officer may take his assistant on tour as often as is necessary.

(D.Dis. No. 4231-I/48.)

(3) The following is the list of articles which may be taken to camp by a District Veterinary Officer :—

(1) One office box,

(2) A camp box,

(3) two lanterns,

(4) microscope in a box,

(5) one folding table,

(6) two folding chairs, and

(7) a portable typewriter if the officer possesses one.

(Government Memorandum No. 32073, Finance, 11th October 1927.)

(4) A Veterinary Assistant Surgeon who goes on tour should never proceed without the medicine chest and office box. The inoculation outfit should also be taken to camp whenever he has reason to believe that he may be able to perform inoculations.

(5) The list of articles prescribed for camp equipment of touring officers should not be exceeded and in drawing a bill for the charges on account of the carriage of these articles the drawing officer should certify on the bill that the furniture, etc., carried and billed for does not exceed the limit laid down by the Head of the department.

(G.O. No. 746, Finance, dated 24th October 1928.)

153. The maximum weight of goods to carry will be—

Veterinary Assistant Surgeon in charge of Veterinary Institutions with touring work to do—2 maunds.

Touring Veterinary Assistant Surgeons—3 maunds.

NOTE.—The weight limit given above is inclusive of one serum case containing a maximum of 20 bottles.

(D.Dis. No. 3661-B/32.)

154. *Tour charges.*—(1) Veterinary Assistant Surgeons will be allowed the following rates of charges for transport of Government articles which they are expected to take with them during their ordinary tours.

(G.O. No. 629, Development, dated 14th February 1944 ; D.Dis. No. 5844-I/43.)

For conveying a maund of goods.	Rates.
1 By road in ordinary tract	8 pies per mile.
2 By road in special tracts except the Nilgiris and the Wynaad.	1 anna per mile.
3 By road in the Wynaad and the Nilgiris.	1 anna 4 pies per mile.
4 By boat in the West Coast	4 pies per mile.
5 By boat in tracts other than the West Coast.	2 pies per mile.

(2) Actual transport charges not exceeding the above rates may be allowed for every additional serum case taken by a Veterinary Assistant Surgeon on tour along with him. Reasonable charges should be allowed at the discretion of the Controlling Authority when serum and virus parcels are received by a Veterinary Assistant Surgeon in camp.

(D.Dis. No. 3661-B/32.)

(3) The above rates can be claimed for the number of miles toured during the month, fractions of a mile over a furlong being taken a one mile. Toll charges, cooly and cart hire for the conveyance of Government samans may be drawn on production of vouchers in support of the claim provided that in respect of tours to places which are connected by bus service, the actual bus charge which should be supported by luggage tickets or the rates of charges fixed in the above paragraph whichever is less will be allowed for the transport of the Government articles and stores.

NOTE.—A certificate to the effect that the charges claimed are not in excess of those admissible under the rules should be furnished with the contingent bill in support of the claims.

155. (1) Officers on itinerating duty when travelling by the railway should book their Government articles as "luggage to accompany the owner" whenever possible.

(2) Touring Veterinary Assistant Surgeons who are provided with a departmental peon will utilise the services of their peon for removing Government samans at railway stations and avoid incurring coolie charges.

(3) In all receipts for cooly or cart hire paid—

(i) the signature of the payee should be obtained,

(ii) the Government articles carried should be clearly stated in detail.

The distance travelled as well as the rate paid per mile should also be distinctly shown.

156. *Diary.*—(1) Every Touring Officer whether Gazetted or non-gazetted should maintain a diary in which details of work done every day should be clearly and briefly noted. The diaries may be written either in pencil or on a typewriter so that more than one copy may be taken at once. The entries in the diary should not be cramped and should be easily readable.

(2) A District Veterinary Officer will invariably mention in his diaries that an inspection report has been submitted to the Head Office in respect of every detailed inspection which should be specified, in order to enable the Head Office to be in a position to know when detailed inspections are done.

(3) Touring Veterinary Assistant Surgeons should send a copy of their monthly diaries to the Collector of the district as it is necessary for the Collector to know whether the Touring Veterinary Assistant Surgeons are taking prompt action on the reports of outbreaks of cattle diseases.

(D.Dis. No. 3010-II/42.)

(4) Printed forms supplied by the Government Press should be used by the non-gazetted staff for writing the diary and the summary sheet. Gazetted Officers should adopt the form given below for writing their diaries :—

Diary for the month of

Date.	Place visited (with road or rail distance from the previous place).	Nature of work done.
(1)	(2)	(3)

(5) Replies to remarks if any made in the diary by the Controlling Officer should be furnished in a separate sheet of paper, if necessary, by indicating against each remarks with a reference letter "A", "B", "C", etc.

157. The Touring Veterinary Assistant Surgeons should furnish the following information in their diaries :—

(i) The names of all the villages visited by them with the name of the taluk and the distances at which they are situated from each other.

(ii) It should be stated whether the Cattle Mortality Register was checked and initialed and the cattle pound inspected in each village visited. If not, the reasons for failure to do so should be given.

(iii) The number of outbreak reports received during the month with details of each report, viz., the villages affected, date of the outbreak, the nature of the disease reported, the number of attacks and the

deaths shown, and the action taken thereon with date, and the date of last death in the case of outbreaks that subsided before the affected village was visited.

(iv) The reason for non-attendance at any outbreaks and failure to do the requisite amount of touring in any month should always be given.

(v) Mention should be made if smears have been sent for microscopical examination.

(vi) Journeys or halts performed for treating private patients should invariably be mentioned in the diary but not in an officer's travelling allowance bill.

(vii) Animals inoculated against any disease and the number of castrations performed should not be included in the number of cases treated.

158. *Summary sheet.*—When submitting diaries to superior officer, a summary sheet should be attached according to the following instructions :—

(i) The summary sheet attached to the diaries of the District Veterinary Officers should contain the following information :—

(1) Number of days spent in camp.

(2) Number of miles travelled by rail.

(3) Number of miles travelled by road.

(4) Number of villages visited.

(5) Number of veterinary institutions inspected.

(6) Number of touring billets inspected.

(7) Number of cases treated and castrations done with Veterinary Assistant Surgeon.

(8) Number of cases treated and castrations done independently.

(9) Number of outbreaks attended with the Veterinary Assistant Surgeons.

(10) Number of outbreaks attended independently.

(11) Number of inoculations performed with the Veterinary Assistant Surgeon.

(12) Number of inoculations performed independently.

(13) Number of microscope specimens examined.

(14) Number of breeding bulls and progeny inspected.

(15) Other special work done, if any.

(ii) The figures noted in the printed summary sheet attached to diaries of Touring Veterinary Assistant Surgeons should tally with the particulars furnished in the body of the diary.

(iii) In the summary sheet of their diaries the Touring Veterinary Assistant Surgeons should open a heading "Nature of Livestock Improvement work done" and show under it all work done by them by way of

sale of breeding bulls, poultry, eggs, etc., from Government Farms and the nature of propaganda work done for improvement of livestock to enable the District Veterinary Officers to assess the amount and nature of work done towards livestock improvement.

(D.Dis. No. 4672-IV/41.)

159. (1) When Veterinary Assistant Surgeons on account of transfer or leave arrangements have worked in different charges during a month, they should submit a separate diary for each charge they have worked in.

(2) Regular diaries should be maintained by additional Veterinary Assistant Surgeons also. Additional Veterinary Assistant Surgeons should furnish to the Touring Veterinary Assistant Surgeons concerned on the 1st day of each month, a copy of the summary sheet of their diaries showing particulars as to the number of cases treated and inoculations and castrations performed during the previous month to enable the latter to include the figures in their diaries. Touring Veterinary Assistant Surgeons should show the figures furnished to them in the summary sheet of their diary separately.

(3) The Veterinary Assistant Surgeons who do touring work in addition to holding charge of a dispensary should submit "nil" diaries for the months in which they do no touring work. A copy of the "nil" diary should also be sent to the Collector of the district, for his information. No summary sheet need be attached to "nil" diaries.

(4) Probationers posted to districts for training under Veterinary Assistant Surgeons on itinerating duty are not required to submit diaries.

(5) The diaries of Touring Veterinary Assistant Surgeons will be checked by the District Veterinary Officer and filed in his office after disposal.

160. *Tour Case Register.*—All Veterinary Assistant Surgeons who have touring work should maintain this register in which all cases treated other than those inoculated should be entered. Serial numbers should be given from 1st April of each year. With a view to facilitate check by inspecting officers the names and addresses of the owners of animals treated should be noted in full in the columns designated "Name of owner" and "Occupation of owner". The fact whether medicine is issued or advised to cases should invariably be stated in the register.

161. *Veterinary Assistant Surgeons in charge of veterinary institutions having touring work.*—Veterinary Assistant Surgeons in charge of Veterinary institutions who have been entrusted with touring work in the taluk should maintain an Outbreak Report Register, a Tour Case Register, a comparative statement, etc., as maintained by a regular Touring Veterinary Assistant Surgeon. The number of animals treated and castrated by a Veterinary Assistant Surgeon in charge of a veterinary institution while on tour should be shown separately and should not be included in the number relating to the work done at the veterinary institution.

(D.Dis. No. 2733-II/41.)

162. *Diary register.*—Diaries received by the Controlling Officers from their subordinate touring officers should be entered in this register one page being set apart for each subordinate. The pages of the register should be numbered and an index kept for ready reference.

163. *Half yearly return from the District Veterinary Officers.*—Each District Veterinary Officer is required to send a half yearly return of tours performed by him in the following form so as to reach the Director not later than the 10th April and 10th October.

(D.Dis. No. 1997-E/37.)

Name of officer.	Name of month.	Number of tour days.	Number of tour days involving return to headquarters on the same day.	Number of days spent as marches from headquarters to camp.	Number of days spent as marches from camp to head quarters.	Number of days spent as marches from camp to camp.	Number of nights slept in camp [Column (3) minus Columns (4) to (7).]	Remarks.
(1)	(2)	(3)	(4)	(5)	6)	(7)	(8)	(9)

CHAPTER III—LIVESTOCK.

Section 1—General.

164. *Purchase and sale of livestock.*—(1) The Director has full powers to sanction the purchase of all kinds of livestock and their disposal in respect of Livestock Farms.

(2) The Director may sanction the purchase of livestock required for the conduct of experiments subject to a limit of Rs. 100 on account of any one experiment, whether it is undertaken by a single officer or by more than one, either at the same time or consecutively. The total annual expenditure on these experiments conducted both in the districts and in the laboratory of the Veterinary College, Madras, should not exceed Rs. 1,000.

(3) The Principal, Veterinary College, is empowered to purchase animals subject to maximum of 50 ponies a year at a price not exceeding Rs. 20 per pony and also not more than 100 bovine animals in each year.

(G.O. No. 540, Development, 9th February 1950 ; D.Dis. No. 8623-II/50 ; G.O. No. 5720, Development, 16th November 1951 ; D.Dis. No. 1819-II/50.)

(4) The Director is empowered to replace animals and to dispose of any surplus animals in the Veterinary College.

(5) The Superintendent, Institute of Veterinary Preventive Medicine, is empowered to purchase buffalœs, calves, sheep and goats in connexion with the production of sera and vaccines at the institute.

(6) Forms of agreement in respect of supply of animals and fodder, and disposal of manure are at Appendices B (1) and (2).

165. *Maintenance charges.*—(1) The Principal may incur charges on the maintenance of the following animals at the Veterinary College:—

Kind of animals.	Maximum daily rate for each animal. RS.	A.	P.
45 ponies ..	0	12	0
4 horses ..	1	4	0
1 bullock and 2 cows ..	0	12	0
2 calves ..	0	6	0
12 dogs (for not more than three weeks in a year) ..	0	2	0
70 bovine animals ..	0	12	0

(2) The Principal is permitted to maintain a ram and two roosters at the College for handling classes and incur feeding charges not exceeding 12 annas per day for a ram and 2 annas per day for a rooster.

(G.O. No. 3079, Development, 5th July 1951, D.Dis. No. 6936—II/50.)

(3) The Superintendent, Institute of Veterinary Preventive Medicine, may incur expenditure on the maintenance of the animals in the Institute as follows :—

Kind of animal.	Maximum daily rate for each animal. RS. A. P.
Buffaloes	0 12 0
Calves	0 6 0
Sheep and goats	0 3 0

(4) The Director may sanction alterations in the rates of daily feeding charges.

(G.O. No. 278, Agriculture, 6th January 1954 ; D.Dis. No. 3878-I/53.)

166. *Supply of bulls.*—(1) When bulls are issued or sold from Government Farms for distribution under the several Livestock Schemes the following particulars should be furnished by the Superintendent of Farm to the concerned District Veterinary Officer.

(i) Name of the Farm.

(ii) Particulars of the bulls issued.

(*a*) Breed.

(*b*) Age.

(*c*) Number.

(iii) Date of despatch.

(iv) Number of services done by the bulls before despatch.

(D.Dis. No. 1433-VI/51.)

(2) When a local body intends purchasing bulls, the fitness of the bulls for work and the reasonableness of the price for the animals should in every case be certified by the Veterinary Assistant Surgeon.

(G.Os. No. 137, L.A., 18th January 1950 and No. 849, L.A., 10 th April 1953 ; D.Dis. Nos. 1347-II/50, 9310-II/50 and 3419-II/53.)

167. *Rules for culling of cattle in Government Livestock Farms.*—(1) The culling of cattle in Government Farms should be resorted to in the following cases :—

(i) Animals that do not conform to breed characteristics.

(ii) Animals that are uneconomical and weak and do not thrive under Farm conditions in spite of good management.

(iii) Animals that are old in age. (This may depend on the condition of the Farm and its aim. If the Farm is mainly a stock-breeding Farm and if the animal is a good breeder there is no point in culling it.) Generally 15 years has to be taken as old age.

(iv) Animals that are poor milk producers. (If the animal to be culled is a milch breed, the minimum milk yield should be fixed as 2,000 lb. for Sindhi breed and Gir breed, 1,000 lb. for Kangayam and

2,500 lb. for Murrah buffaloes. This should be strictly followed for dairy farming, but for stock-breeding, this might be modified to suit the condition of animals that are to be discarded. The animals could be graded up by superior bulls. For progeny testing large numbers of pure breed cows are required without reference to their milk yield. What is required in this respect is a good breeder and the progeny of the same will be far superior in improving the non-descript breed in rural areas. This should be the main reason for not culling out poor yielders.)

(v) Bad breeders that do not respond to proper treatment and management.

(vi) Bulls and cows that are throwing out progenies which are not satisfactory to breed characteristics.

(vii) Male stock that are not fit for breeding purposes. (They should be castrated and converted as work cattle.)

(viii) Young stock that are stunted in growth and not fit for rearing further profitably.

(ix) Animals that are suffering from incurable diseases;

(x) Animals with deformities;

(xi) Animals that are too old and unfit for work purposes.

(xii) Young female stock and cows that are not productive. (In a stock-breeding farm as a general rule young male stock should not be culled. They should be reared for breeding purposes and those that are unfit for breeding should be castrated.)

(xiii) The number of animals over and above the maximum strength at the Farm have to be disposed off as a necessity under competent orders, though they may not be required to be culled otherwise.

(2) The culling list for each Government Livestock Farm should be prepared by its Superintendent and submitted for verification to the Deputy Director (Livestock) who should after verification submit his recommendations to the Director of Animal Husbandry. The Director of Animal Husbandry should pass his final orders on the Deputy Director's recommendations after further verification, if any, that may be considered necessary.

(3) The prescribed programme for the annual culling of livestock in the livestock farms should be strictly adhered to.

(4) On any matters not covered by the above instructions and on questions of policy and financial matters the orders of Government should be obtained.

(G.O. Ms. No. 62, Agriculure, 7th January 1955, No. 12-F/54.)

168. *Disposal of useless animals.*—(1) Old animals which are past work should wherever possible be sent to pinjrapoles in towns which are within a reasonable distance from the stations in which the animals are kept. The animals should be taken walking at not more than 10 miles

a day and no expenditure should be incurred on transport. The Director is empowered to sanction charges not exceeding Rs. 10 in respect of each anima for payment of admission fee into the pinjrapole. If the fee exceeds this limit, the orders of Government should be obtained.

(2) When applying to the Director for sanction for the disposal of Government animals (includ ng donated bulls) found unsuit·ble for breeding purposes or for maintenance at Government cost, a minimum price limit should be fixed for each animal and no animal should be sold below the fixed price. In the public auction to be conducted for the disposal of such animals efforts should be made to obtain the best price possible, in any case not lower than the minimum price fixed for the animal. If, however, it is not found possible to get the minimum price fixed, the bid list should be submitted to the Director for confirmation of the sale together with reasons for the low bid.

(D.Dis. No. 846-IV/42.)

(3) When breeding bulls or other Government animals are sold by public auction in the districts, the auction should be conducted by the concerned District Veterinary Officer personally.

(D.Dis. No. 5023-IV/45.)

(4) *Transport.*—The transport of Government Livestock should be done by passenger train wherever and whenever possible in preference to goods train.

(D.Dis. No. 194-V/51.)

(5) *Deaths.*—For every death, among adult animals and calves, the Superintendents of Farms should send to the Director all relevant particulars as to the cause of death, action taken by them during illness, etc., for the review of the Director.

(D.Dis. No. 5782-I/52.)

169. *Destruction.*—(1) The Director is authorized to order destruction of livestock belonging to Government suffering from—

(i) serious injuries, e.g., incurable fractures in which attempts at treatment involve cruelty, and

(ii) chronic and incurable diseases, e.g., Tuberculosis, Johne's disease, etc., involving suffering and risk of infection to other healthy stock, without limit of value.

(G.O. No. 2087, Development, 24th August 1939 ; D.Dis. No. 391-IV/39 ;
G.O. No. 2285, Development, 25th September 1940 ; D.Dis. No. 3075-IV/40.)

(2) The Superintendents of the Livestock Farms are authorized to order destruction of livestock in their charge if they are officers with veterinary qualification or in consultation with an officer with veterinary qualification not lower in rank than that of a Veterinary Assistant Surgeon in the following cases :—

(i) Livestock found incurable as a result of sudden accidents, fractures, etc., and

Name of centre.	*Name of item.*	*Officer to report prices.*
4 Tiruchirappalli ..	Cattle, fodder sheep and wool.	Touring Veterinary Assistant Surgeon, Srirangam.
5 Manapparai ..	Do.	Veterinary Assistant Surgeon in charge of the Government Veterinary Institution, Manapparai.
6 Salem	Do.	Touring Veterinary Assistant Surgeon, Salem.
7 Hosur	Do.	Touring Veterinary Assistant Surgeon, Hosur.

(2) As regards the price of cattle in the above centres, it would be sufficient if the price of work bullocks alone and work buffaloes is collected and furnished. For the purpose of recording the price, work bullocks and work buffaloes should be classified as under :—

Class I—

(i) 2 to 4 teeth.

(ii) 4 to 6 teeth.

(iii) Full mouthed.

Class II—

(i) 2 to 4 teeth.

(ii) 4 to 6 teeth.

(iii) Full mouthed.

(3) Class I should have all the good points looked for in good work-cattle while Class II should be the next grade having some good points and a few bad ones. The price quoted should be for a pair of animals.

(4) The unit for reporting the price of fodder should be the weight of straw sold per rupee.

(5) Regarding sheep and wool the following units of transaction should be reported.

(i) Sheep per score.

(ii) Wool for standard maund of 82-2/7 lb. bulk (i.e.) excluding the cost and weight of the bag or container, if any.

(6) The prices should be those prevailing on Saturday. In case there is no transaction on Saturday, the price ruling in the previous day nearest to Saturday may be given. In cases where prices are collected on particular day (not on particular dates) of the weeks the wholesale price quotation may be for the day nearest to Saturday.

(7) The wholesale price should be closing quotations of spot transaction and should be exclusive of other charges whatsoever (e.g., commission, container, etc.).

(8) If the prices are controlled or if ceiling rates have been fixed, such rates should be furnished along with the actual prices in the open market.

(9) The trade names and the varieties should invariably be quoted in the statement itself.

(10) The quotations should refer to fair average quality, class, or grades.

(11) The price reports should reach the Director of Statistics within two days of the end of the week, i.e., on Monday each week.

(12) All variations in prices above 10 per cent should be accounted for in the remarks column of the statement (Pro forma appended below)—

Statement showing the wholesale prices of for the week ending

Serial number.	Commodity.	Variety.	Total unit of transaction (wholesale).	Its equivalent in terms of lb.	Wholesale price per wholesale local unit of transaction on.	Wholesale price per standard maund of 82 2/7 lb. on (previous week).	Wholesale price per standard maund of 82 2/7 lb. on (current week).	Reasons for variation over 10 per cent in the price as compared with the previous week.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						RS. A.	RS. A.	

N.B.—Columns (7) and (8) should be in terms of rupees and annas (nearest annas only).

Statement showing the price of for the week ending

Serial number.	Centre.	Cattle.	Grade.	Price for the week ending (previous week).	Per pair for the week ending (current week).	Reasons for the variations above 10 per cent as compared with the previous week.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Class I—		RS. A.		
		2 to 4 teeth.				
		4 to 6 teeth.				
		Full mouthed.				
		Class II.			RS. A.	
		2 to 4 teeth.				
		4 to 6 teeth.				
		Full mouthed.				

N.B.—Columns (5) and (6) should be in terms of rupees and annas (nearest anna only).

(G.O. No. 2654, Development, 16th November 1940 ; R.Dis. No. 4015-IV/40 ; R.Dis. No. 4985-IV/51.)

175. *Breeding bulls.*—The following instructions should be followed by Veterinary Assistant Surgeons regarding breeding bulls placed in veterinary institutions and other places :—

(*a*) The bull may serve up to 80 (eighty) cows in one year. The maximum number of services permitted in one week is four.

(*b*) A fee of Rs. 2 per service will be charged but the fee will be Rs. 3 per service for the service rendered by the breeding bulls of the exotic breeds (viz., Jersey, Holstein, Fresian or Ayrshire) of this department. If the cow comes to heat again within one month after service, one free re-service will be allowed. The amounts realized should be remitted into the treasury.

(G.O. No. 1065, Development, 16th March 1950 ; D.Dis. No. 6356-IV/49.)

(*c*) The following routine will be observed for the bull :—

7–00 a.m. .. .. Water and feed.

7–30 a.m. .. .. Remove from stall and stall cleaning, etc.

8 to 9 a.m.	.. ..	Exercise.
9 a.m.	.. ..	Grooming after exercise.
11 a.m.	.. ..	Water and fodder.
4–30 to 5–30 p.m.		Exercise.
5–30 p.m.	.. ..	Water and feed.
6 p.m.	.. ..	Bed down, fodder for night.

(*d*) The following feed or its equivalent should be given to the bull daily :—

Salt 2 oz.	In two feeds of half and half.
Rice bran 2 lb.	
Crushed cotton seed 2 lb.	
Soaked horsegram 1 lb.	
Cholam fodder, paddy straw or hay 20 lb.	

(*e*) A service register will be maintained in the following form :—

Serial number of service.	Date of service.	Cow served.		Name and address of owner of cow	Date of calving.	Calf.					
		Name and number.	Breed.			Sex.	Name and number.	Colour.	Identification.	Disposal.	Cash receipt number and date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

(*f*) A stock register will be maintained wherein all purchases and receipts of cattle food, etc., will be entered. In the same register will be posted daily rations issued to the bull and the balance struck every month and carried over.

(D.Dis. No. 10-A/1927.)

176. *Municipal tax.*—Bulls and male buffaloes kept in Veterinary Hospitals for stud purposes are not exempt from municipal taxation under section 100 (*d*) of the Madras District Municipalities Act, 1920, as only infirm animals which are not used will fall under the said section. A municipal council may, however, exempt from municipal tax the bulls and buffaloes kept for stud purposes with the sanction of the Collector to whom the powers of the Government have been delegated.

(G.O. No. 1780, L.A., 26th August 1949 ; D.Dis. No. 9096-I/48.)

177. *Monthly returns.*—(1) Monthly progress reports on the working of the different Livestock Farms giving a complete view of all the activities and receipts and charges should be prepared in the forms (i) to (vii) in Appendix J (9) and sent so as to reach to Head Office before the 10th of the following month.

(2) *Poultry returns.*—Sample of the form to be used for the submission of a monthly return in respect of poultry maintained at Government institution is in Appendix J (10). Each District Veterinary Officer should obtain and send the return so as to reach the Poultry Development Officer not later than the 10th of the following month. The Poultry Development Officer will forward a consolidated return with his remarks to the Head Office not later than the 20th.

(D.Dis. No. 1564-IV/48.)

Section 2—Premium and other schemes.

178. (1) Breeding bulls maintained by private individuals or institutions should be approved by the Director for inclusion in the premium scheme, and no individual or institution shall ordinarily be allowed to maintain in the premium scheme more than one bull of the same breed in one and the same place.

(2) The breeding bulls should be properly fed and housed in a good sanitary shed and kept in good condition. The custodian of the bull should maintain a register of performance in the form appended to paragraph 175 (*e*) except column (12) thereof.

(3) The minimum number of services for a bull shall be 40 during the first year and 60 during each of the subsequent years provided that in the case of a bull which is not over three years at the time of inclusion in the scheme, the minimum for the first year shall be 30.

(4) A bull accepted for the grant of premium shall normally remain in the scheme for a period of three years. However a continuance of the bull in the scheme beyond the first three years will be granted by the Director for one year at a time and no bull should be kept in the scheme for more than five years. The owner should not remove the bull in the scheme to another station except under the advice and with the permission of the District Veterinary Officer.

(5) Each bull maintained in the premium scheme shall be inspected by the District Veterinary Officer or by one of his Veterinary Assistant Surgeons at least once every three months from the date of inclusion in the scheme. Provided that the prescribed conditions in respect of care and management and the number of services to be performed by the bull are fulfilled satisfactorily in each period of three months and provided further that the registers are properly maintained, premium will be sanctioned by the District Veterinary Officer at the rates noted below :—

(A) *First year.*—(i) A sum of Rs. 60 for a minimum number of services which will be 40 for an adult bull. A sum of Rs. 2 will be deducted for each service short of the prescribed number of 40. Also a

sum of Rs. 160 for Ongoles and buffalo bulls and Rs. 140 in respect of other bulls for proper maintenance which may be reduced, if the bull is not properly managed.

(ii) No grant for maintenance or services will be sanctioned if the number of services performed is below 20. In the case of young bulls not over three years at the time of inclusion in the scheme, the minimum number of services required to qualify for the full premium in the first year at stud will be 30. A sum of Rs. 2 will be deducted for each service short of this number and no grant will be sanctioned unless 20 services at least are recorded in the year.

(B) *Subsequent years.*—A sum of Rs. 60 for the minimum number of services, which should be 60; a reduction of one rupee will be made for each service short of 60. The grant for proper maintenance will be the same as in the first year but will be subject to reduction according to the condition of the bull. No grant for maintenance or services will be sanctioned, if the number of services performed is below 20.

(6) The grant will be made at the end of the year, after the inspection of the bull and will be renewed at discretion year by year for the same bull and on the same conditions up to the date of its removal from the scheme.

(7) In recommending premium to be granted for bulls in the premium scheme, inspecting officers have to state the number of calves born to the bull and the number inspected.

(8) In order that the inspecting officers may see a big number of calves born to the bulls, the following procedure will be followed :—

(*a*) A month before the inspecting officer visits a premium bull, the owner will be intimated of the date of his inspection. The latter should inform all those who have calves born to the bull to bring them with the cows on that date for inspection,

(*b*) The officer will then select the best heifer-calf and the best bull-calf born to the bull for award of prizes. The value of the prize will be Rs. 5 each.

(*c*) The prizes may be in cash or in kind and the nature of the latter is left to the discretion of the inspecting officer.

(*d*) In order to qualify for the award of prize, a calf should be between the age of 2 and 12 months at the time of inspection.

(G.O. No. 5133, Development, dated 5th December 1944.)

(9) The minimum number of calves to be examined by a District Veterinary Officer before sanctioning a prize should be ordinarily five bull-calves and six heifer-calves in the second year and six bull-calves and seven heifer-calves in the third and subsequent years.

(10) In the bordering districts of the State, some custodians of breeding bulls in the premium scheme show some of the services of the bull as relating to cows belonging to places outside the State,

in order to evade verification of services. While sanctioning the premium amount in such cases, the District Veterinary Officers should deduct the proportionate amount for the number of services shown outside the Madras State from the amount eligible for services and sanction only the net amount.

(11) The District Veterinary Officers should communicate a copy of the proceedings sanctioning the premium and prize money to owners of best calves to the Director and the Accountant-General, Madras.

(D. Dis. No. 3613-IV/48 ; G.O. No. 2136, Development, dated 27th May 1950 ; D. Dis. No. 2063-V/50.)

179. (1) Treatment of approved breeding bulls included in any of the schemes should be done free of cost.

(D. Dis. No. 8148-II/49)

(2) The custodians of the bulls distributed under the scheme for the distribution of male breeding stock should execute an agreement in one of the forms in Appendix B (3) and (4) agreeing to abide by the conditions laid down with regard to the feeding, housing, management, service, etc. The rules regarding the working of the District Board Schemes for the maintenance of breeding bulls are in Appendix A (9).

(3) The agreement form relating to the distribution of rams and he-goats (bucks) for the purpose of being utilized for service is in Appendix B (5).

(4) Samples of registers to be maintained by the District Veterinary Officers in respect of breeding bulls, calves and rams under the different schemes are printed in Appendices J (11) to (13).

Section 3—Key Village Scheme.

180. The Key village is a compact area consisting of one village or a group of contiguous villages having a total population of about 500 cows of breedable age. It is selected in a breeding tract and about 8 bulls of known breeding value are located for four such Key villages which will form a Key village unit. All the other bulls not true to type in the area will be castrated or removed. The breeding programme will be carried out by bulls provided already and supplemented by artificial insemination. Each Key village is expected to produce annually 100 bulls and in addition an equal number of improved heifers. All aspects of cattle improvement namely breeding, feeding, disease control, management, and marketing will be attended to by the staff and the village eventually developed into a co-operative cattle breeding farm. The following are some of the important duties which have to be attended to by Veterinary Assistant Surgeons in charge of Key Village Centres.

(1) Detailed house to house survey for obtaining essential information regarding Animal Husbandry conditions in the Key Village area and collect data relating to them ;

(2) starting and effective functioning of Livestock Improvement Associations with the objects of better breeding, feeding, management and disease control of livestock in the Key village area ;

(3) marking for identification of all adult female stock and calves born in the area ;

(4) improving the feed and fodder resources of the area with a view to self-sufficiency ;

(5) co-operative distribution of feed and fodder, marketing of livestock and livestock produce ;

(6) development of other species of livestock in the area ;

(7) prevention of death by contagious diseases by suitable preventive measures ;

(8) treatment of non-contagious diseases of livestock in the area ;

(9) recording production of livestock at periodical intervals with a view to assess improvement ;

(10) holding of cattle shows, calf rallies, exhibitions and meetings of cattle owners with a view to create enthusiasm in the public for livestock industry ; and

(11) castration of all scrub bulls in the area.

181. *Artificial insemination centres.*—The Artificial Insemination centres are so located as to enable one centre to function either independently or in conjunction with a number of Key villages so that the semen from this centre may be carried conveniently by a messenger for the insemination of the cows in the villages. The Veterinary Assistant Surgeon in charge of an artificial insemination centre is responsible for the efficient functioning of the centre within the jurisdiction allotted to the centre and the following duties will be attended to by him :—

(1) Economical and effective use of the equipment supplied.

(2) Adequate supervision of the feeding and management of the breeding bulls maintained at the Centre.

(3) Collection, evaluation, dilution and preservation of semen from the various bulls located at the centre according to a regular programme.

(4) Examination of all cows and she-buffaloes brought to the centre or sub-centre attached to the centre, diagnosing the stage of heat and inseminating them.

(5) Examination of cows and she-buffaloes brought to the centre with histories of irregular breeding and rendering suitable advice for their treatment.

(6) Effective following up of inseminated animals within the jurisdiction of the centre with a view to ascertaining and recording the results of inseminations.

(7) Verification of calves born to inseminated animals.

(8) Follow up of cows for timely insemination after calving.

(9) Effective supervision of the work of the staff of the centre including sub-centres.

(10) Proper maintenance of records at the centre as per instructions issued from time to time.

(11) Prompt submission of the periodical reports and returns according to intructions issued from time to time.

(12) Castration of scrub bulls in the area.

Section 4—Cattle fairs.

182. *Enforcement of the Cattle Disease Act.*—The provisions of the Madras Cattle Disease Act II of 1866 printed as Appendix A (1) will ordinarily be put into force on the occasion of large annual cattle fairs which are specially dangerous as foci of disease. When a District Magistrate considers it advisable to introduce the provisions of the Act at any fair or market within his jurisdiction he submits his proposals and a draft notification to Government in good time to allow of the publication of the latter in the *Fort. St. George Gazette*, in advance of the commencement of the fair. If the District Veterinary Officer thinks that such a course is necessary, he should address the Collector sufficiently early so as to enable the Collector to address the Government and get the notification published in the Gazette at least a week in advance of the date from which the Act should be enforced.

183. *Arrangement at cattle fair grounds.*—(1) The following arrangements should be made by the authorities conducting the fairs at the cattle fair grounds where the Act is enforced :—

(*a*) A strongly fenced hospital pound about 30 yards square and a shed for use as a temporary veterinary dispensary should be constructed. These structures should be placed close together at one side of the fair ground, but within a reasonable distance from the main gate.

(*b*) There should be only one entrance to the cattle fair ground with several emergency exits. If this is not practicable, two or more gates may be provided but the number should not be unnecessarily large.

(2) The District Veterinary Officer will depute a Veterinary Assistant Surgeon on cattle fair duty to assist in carrying out the provisions of the Act.

(3) The Headman of the village, where the fair is held, is usually appointed as pound-keeper under the Act. He should take instructions in this matter from the Veterinary Assistant Surgeon posted for cattle fair duty and is required to maintain a register showing the names and addresses of the owners of the animals put in the pound and also to look after the feeding, etc., of these animals.

84. *Duties of Veterinary Assistant Surgeons.*—The Veterinary Assistant Surgeon posted to a cattle fair, where the Cattle Disease Act is in

force, has to attend to the general sanitation of the fair, detect and segregate animals affected with infectious diseases under the provisions of the Act, undertake inoculation in the case of an outbreak of contagious disease, supervise cremation or burial of carcasses of animals dying of contagious diseases, or destroyed by order and treat any contagious and non-contagious cases coming to his notice.

185. *Use of medicines and their cost.*—(1) The medicines required for use at a cattle fair where the Cattle Disease Act is enforced should be taken by the Veterinary Assistant Surgeon deputed for duty at the cattle fair from the stock of medicines in his medicine chest or from the nearest veterinary institution.

(2) According to section 17 of the Cattle Disease Act, all expenses incurred under the provisions of the Act are to be met from the Cattle Fair Pound Fund. The cost of medicines spent by the Veterinary Assistant Surgeon at the fairs, is, therefore, correctly debitable to the above fund. District Veterinary Officers should obtain from the Veterinary Assistant Surgeons concerned after the close of each cattle fair held in their jurisdiction a list of the medicines spent at the fair, calculate their cost, prepare a contingent bill for the amount and forward it to the Treasury Officer concerned for adjustment by credit to this department and by debit to "Police—Cattle Pounds—Contingencies—Miscellaneous."

186. *Cattle fair report.*—(1) Veterinary Assistant Surgeons should submit their reports on cattle fairs at which the provisions of the Cattle Diseases Act are enforced in the Form in Appendix J (14) in the first instance to the District Veterinary Officer, who will submit them with his remarks, if any, to the Head Office through the Collector concerned. The District Veterinary Officer should examine the suggestions for future conduct of the fair made by the Veterinary Assistant Surgeon in the report and communicate the suggestion to the cattle fair authorities and send a copy of it to the Collector.

(2) In the case of those fairs at which the provisions of the Cattle Disease Act are not enforced, the Veterinary Assistant Surgeons should submit their reports to the District Veterinary Officer concerned. Matters of importance, if any, will be communicated to the Collector, or other authority in charge of the fair from the District Veteinary office and no report will be sent to the Head Office in this case.

187. *Powers to close fairs.*—(1) When leasing out the right to collect fees at cattle markets and fairs, local boards and municipal councils should retain the power to close the market or fair temporarily if such a course is considered necessary by the District Magistrate for the purpose of preventing the dissemination of cattle disease.

(G.O. No. 2208, Revenue, dated 25th September 1916 and No. 1901-M, dated 4th November 1916.)

(2) If in the opinion of a District Veterinary Officer any cattle fair should be closed on account of the prevalence of Rinderpest, etc.,

he should address the District Magistrate and submit a copy of his letter to the Head office. A by-law has been issued by Government under section 18 of the Madras Cattle Diseases Act, 1866, reserving powers to close markets and fairs, either public or private whenever it is necessary to do so in order more effectively to prevent the spread of contagious or infectious diseases among animals in any area to which the Act has been applied.

(G.O. No. 371, Revenue, dated 15th February 1919.)

CHAPTER IV—CONTAGIOUS AND INFECTIOUS DISEASES.

Section 1—Outbreaks.

188. *Report from affected place.*—(1) Every outbreak of contagious disease in a village including those within the limits of a municipality, except where a municipality has undertaken to do this duty, shall be reported at once by the village headman to the Tahsildar in the form in Appendix J (15) of this manual. The Tahsildar shall forward the reports at once to the Veterinary Assistant Surgeon and a copy of each report to the District Veterinary Officer.

(2) The village headman should, at the same time, notify the fact of the outbreak of cattle-disease by printed service post card, supplied for the purpose, to the Veterinary Assistant Surgeon concerned and should continue to do so at weekly intervals until the latter officer arrives at the village or the disease subsides. He is also expected to maintain a Cattle Mortality Register wherein these entries are regularly made for being produced to the Departmental Officers at the time of their visits.

(G.O. No. 979, Development, dated 20th May 1924; R. Dis. No. 1608-A/28.)

189. *Progress report.*—(1) During the course of an epidemic and until the disease subsides, weekly reports of its progress in the form referred to in paragraph 188 (2) above should also be sent by the village headman to the Tahsildar, who will continue to send a copy of the progress report to the Veterinary Assistant Surgeon and to the District Veterinary Officer.

(R. Dis. No. 1608-A/28.)

(2) If there are several villages bearing the same name in a taluk, the Tahsildar should when forwarding a report to the Veterinary Assistant Surgeon, note on it the nearest railway station to the affected village.

190. (1) Veterinary Assistant Surgeons should report the negligence of the village officers to the Tahsildars sending a copy to the District Veterinary Officer and the latter should look into the complaint in the course of his tours.

(2) The District Veterinary Officer should bring to the notice of the Collector concerned complaints made by the touring staff against taluk and village officers for slackness in reporting outbreaks of contagious diseases.

(3) Copies of outbreak reports furnished by Tahsildars will be disposed of in the District Veterinary Office.

191. *Attendance of outbreak reports.*—(1) Touring Veterinary Assistant Surgeons are expected to attend the outbreak reports they receive as exp ditiously as possible. They should proceed on the same day they receive the report or at the latest on the day following whether those days are holidays or not.

(2) If a Touring Veterinary Assistant Surgeon receives more than one outbreak report at the same time, he must use his discretion and decide which should be attended to first. Outbreaks of Rinderpest should always be given prior claim and next in importance is Hæmorrhagic Septicæmia. If two or more reports of the same disease are pending disposal, the severity of the outbreak, judged by the number of attacks and deaths reported, and the position of the village in relation to the other work to be done, should be taken into account.

(3) In places where a contagious disease prevails so severely that the Touring Veterinary Assistant Surgeon concerned is unable to cope up with it single handed, he should apply to his District Veterinary Officer for one or more additional Veterinary Assistant Surgeons to help him. The District Veterinary Officer is responsible for seeing that additional hands are posted for inoculation work when necessary.

(4) A Veterinary Assistant Surgeon should not make a rapid march to visit a far off village reporting only one or two deaths of diseases like Anthrax and Black-quarter. Such reports should be attended to only if the Veterinary Assistant Surgeon is near the affected village but otherwise progress reports should be awaited. If from these it appears that the disease is spreading, the report should be attended to urgently.

(5) Touring Veterinary Assistant Surgeons should visit the taluk office or the office of the Deputy Tahsildar when they pass through the headquarters of a taluk or division or while arriving at and leaving the same with a view to get the latest information regarding outbreak reports.

(6) Taluk and village officers are required to render assistance to a Veterinary Assistant Surgeon in the discharge of his duties and pay particular attention to his suggestions which should be carried out as far as possible.

192. *Action at the scene of outbreak.*—(1) On arrival at the scene of outbreak Veterinary Assistant Surgeons should exercise great care to ascertain by examination of sick or dead animals, what the disease is and advise the cattle owners to adopt measures for its suppression. These include segregation of the animals, disinfection of infected buildings, proper disposal of carcasses and the droppings of affected animals and inoculation of the healthy in those cases in which this mode of prevention is practised.

(2) If the name of the disease mentioned in an outbreak report is found on enquiry in the village to have been wrongly reported, the Touring Veterinary Assistant Surgeons will make the necessary alterations in the Cattle Mortality Regtster of the village and in their own Outbreak Reports Register so that the figures given in their annual reports may be as correct as possible.

(3) Carcasses of animals which have died of a contagious disease and are found in the road or other public place should be buried by the village headman at the cost of Government.

(G.O. No. 889, Revenue, dated 27th March 1911.)

(4) The proper disposal of carcasses and litter consists in having them burnt or buried to a depth of six feet. Dead animals should be buried as soon as possible at least six feet below the surface and at a distance from any stream or tank. Care should be taken to prevent dogs, vultures or other birds from feeding on and carrying away portions of the carcasses. All sheds, etc., should be cleaned and disinfected and exposed to the rays of the sun as much as possible.

(5) If buried, the hides of the carcasses except in the case of Anthrax should be slashed to prevent their being exhumed for purposes of sale, and a quantity of quicklime added to hasten destruction.

(6) Veterinary Assistant Surgeons will always try to ascertain the source of infection and will note this information in their diaries and weekly outbreak report returns. In cases of outbreaks in areas that had up till then been free from the disease they should make it a point to ascertain the source of infection, the progress of the disease, and should remain in or visit the locality till the disease is brought under control.

(7) If the disease has been imported from another locality in their jurisdiction they should proceed to that locality after dealing with the first outbreak, investigate the truth of the information, and do what is necessary.

(8) If the disease has been imported from the area of another Veterinary Assistant Surgeon or spread from a cattle fair, this information should be communicated to the District Veterinary Officer and the Veterinary Assistant Surgeon concerned.

193. *Outbreak reports register.*—(1) Full particulars of all reports regarding outbreaks received by the Touring Veterinary Assistant Surgeon including outbreaks of poultry diseases should be entered in the Outbreak Reports Register.

(D. Dis. No. 4904-IV/44.)

(2) A contagious disease should be considered as only one outbreak while it continues to exist in a village, even if this is for months. When it subsides completely but breaks out again after a period of ten days or more, it may be considered as another outbreak.

(3) When two or more reports are received from a village headman relating to the same disease occurring in the same village or its hamlets they should be counted as one outbreak.

(G.O. No. 2562, Revenue, dated 4th August 1910.)

(4) Only the initial report of an outbreak should be assigned a serial number in the first column of the register. All subsequent reports relating to the same outbreak should be entered as they are received

without a serial number indicating however the serial number to which they relate.

(5) There is no necessity to enter these reports in the current register. The number given in the Outbreak Reports Register should be entered in the concerned report. Serial numbers in the register should begin from 1st April of each year and end on 31st March.

194. *Weekly returns of outbreak reports.*—(1) Each Touring Veterinary Assistant Surgeon will submit every Saturday to the District Veterinary Officer concerned the " Return of outbreak reports received during the week or pending from a previous week".

(2) In column 2 of this return, the date of despatch of a report by the Taluk office should be noted above the date of its receipt by the Veternary Assistant Surgeon. All progress reports received should also be entered in this return.

(3) The weekly statements of outbreak reports received from Veterinary Assistant Surgeons will be disposed of in the District Veterinary office.

195. *Report regarding scheduled diseases.*—The District Veterinary Officers should report to the Head Office by express letter the occurrence of the following scheduled diseases to enable the Head Office to communicate the same by telegram to the Animal Husbandry Commissioner to the Government of India :—

(1) Swine fever.

(2) Contagious Bovine pleuro-pneumonia.

(3) Fowl plague.

(4) Glanders.

(5) Infectious Equine Encephalomyelitis.

(6) Infectious Equine anemia.

(7) Psittacosis.

(8) Dourine.

(9) Tulraemia.

(10) East Coast fever (T. Parva).

(D. Dis. No. 352-V/47.)

196. *Reciprocal arrangements with bordering areas.*—(1) As soon as Rinderpest or Foot-and-Mouth disease breaks out in a taluk, the Touring Veterinary Assistant Surgeon in charge should report the fact to the Touring Veterinary Assistant Surgeons in the adjoining taluks so that the latter may take timely action in their prevention. Subsequent outbreaks occurring within a month in the taluk need not be reported and until the Veterinary Assistant Surgeons of the adjoining taluks receive another report to the effect that there is no outbreak, they must act on the assumption that the disease is present. If there is on further outbreak for a month after the last outbreak, the Veterinary Assistant

Surgeon should intimate the adjoining Veterinary Assistant Surgeons that his taluk is free from disease. When the Veterinary Assistant Surgeon of a district intimates the Veterinary Assistant Surgeon of another district, a copy of the intimation should also be sent to the District Veterinary Officer under whom the latter Veterinary Assistant Surgeon is working. The form in which the intimation should be sent has been standardized as Form No. 28 special to the Animal Husbandry Department.

(D. Dis. 4566-IV/41.)

(2) The military authorities in the Cantonments of this State have instructions to send to the Touring Veterinary Assistant Surgeons concerned copies of all outbreak reports sent by them, to the Revenue authorities.

(3) A Touring Veterinary Assistant Surgeon receiving a report of an outbreak of Rinderpest or of any other contagious disease of animals from a village in a taluk bordering on the other States should immediately intimate the fact to the Veterinary Assistant Surgeon or Veterinary Inspector in-charge of the taluk across the border in the form in Appendix J (16). A copy of such communication should be submitted to the District Veterinary Officer concerned.

(D. Dis. No. 880-IV/41.)

(4) The same Veterinary Assistant Surgeon will be furnished with a similar statement in respect of the taluks of the other States which border on this State. On receipt of information that Rinderpest or any other contagious disease of animals exists in a neighbouring taluk, a Veterinary Assistant Surgeon should endeavour to visit the part of the Madras State most concerned, warn the ryots and village officers, and take what other measures are possible to prevent the spread of the contagion. If the Veterinary Assistant Surgeon himself is unable to visit the tract most concerned, he should ask the Tahsildar to warn his village officers of the near existence of the disease and advise the ryots not to allow their animals to come in contact with those of the bordering States.

197. *Cattle Mortality Register.*—(1) The village headman shall be responsible for maintaining a register of cattle mortality in the form prescribed in the Manual of Village Accounts and shall prepare a monthly abstract from it and submit through the Tahsildar to the Collector, a nil return being submitted when there is no mortality of cattle. He should at the same time send a copy of this return to the President of the village panchayat, if any. The Tahsildar will forward a copy of the return to the Collector and the District Veterinary Officer concerned.

(2) In order to aid the village officers in maintaining this register correctly, copies of a memorandum giving a short description of the symptoms of the more important contagious diseases have been distributed to Tahsildars for communication to village officers, and also affixed to the front page of the Cattle Mortality Registers supplied to them.

(3) Veterinary Assistant Surgeons and Revenue officials are required to check and initial this register whenever they visit a village. Collectors are required to instruct their Tahsildars to see that whenever a village headman is obliged to be absent from the village for short periods with permission, he invariably hands over to the karnam, before leaving the village, the cattle mortality and other registers that may be required for inspection by the itinerating officers of the Revenue and Animal Husbandry departments.

198. *Reconciliation between Taluk office figures and departmental figures.*—The Veterinary Assistant Surgeons concerned should scrutinize the monthly cattle mortality figures in taluk offices between the 5th and 7th of each month, i.e., before the cattle mortality returns are compiled in the taluk offices and reconcile discrepancies if any between the figures available with them and those in the taluk offices. This system of reconciliation should be introduced in the taluks in which the headquarters of the Touring Veterinary Assistant Surgeons are situated. The figures thus reconciled should be furnished to the District Veterinary Officers by the Touring Veterinary Assistant Surgeons in their monthly statements showing the incidence of infectious diseases by the 10th of every month.

(D. Dis. No. 480-IV/42.)

199. *Municipalities.*—Municipalities which have adopted the model by-laws framed under section 306 (25) and (26) of the Madras District Municipalities Act, 1920, for the prevention of dangerous diseases of animals, have to maintain Cattle Mortality Registers in the form given in Appendix J (17) and furnish monthly statement of mortality to the Collector and the District Veterinary Officer not later than the 10th of the following month in the form in Appendix J (18).

(G.O. No. 1386, Development, dated 23rd September 1926; R. Dis. No. 395-A/36.)

200. *Monthly statement of outbreak, cattle mortality and graph.*—(1) The District Veterinary Officers should submit a statement showing the incidence of contagious and infectious diseases among animals in the area under their charge so as to reach the Head Office before 15th of the month following that to which the statement relates. The statement should be in the form in Appendix J (19).

(D. Dis. No. 880-IV/41.)

(2) A consolidated monthly return of cattle mortality in the district will be prepared in the Collector's office and copies forwarded to the Director of Animal Husbandry and the District Veterinary Officer before the 20th of the following month.

(R. Dis. No. 1068-A/28.)

(3) The District Veterinary Officers are required to maintain in their offices two graphs to indicate the incidence of and mortality from the common contagious diseases of cattle, viz., Rinderpest, Hæmorrhagic Septicæmia, Anthrax, Blackquarter and Foot-and-Mouth disease in the area under their charge as a whole, one showing the annual and the other the monthly variations.

(D. Dis. No. 4169-IV/40.)

201. *Report to the Indian Council of Agricultural Research.*—In addition to the above, the District Veterinary Officers should send a monthly statement of the following contagious diseases in the form in Appendix J (20) to the Head Office and the Secretary, Indian Council of Agricultural Research, before the 15th of the following month :—

(1) Rinderpest.

(2) Hæmorrhagic Septicæmia.

(3) Blackquarter.

(4) Anthrax.

(5) Foot-and-Mouth Disease.

(6) Surra—(*a*) Bovines. (*b*) Equines.

(7) Sheep-pox.

(8) Goat-pox.

(9) Rabies.

(10) Johne's disease.

(11) Contagious pneumonia of goats.

(12) Bovine contagious pleuro-pneumonia.

(13) Glanders.

(D. Dis. No. 352-V/47 ; No. 212-V/48 ; 524/V/48, and No. 1270-V/48.)

Section 2—Confirmation of disease and sera and Vaccines.

202. *Submission of specimens for confirmation of diagnosis.*—(1) It is the duty of every officer attending an outbreak of contagious disease to obtain confirmation of his diagnosis by microscopical examination as early as possible in all cases which are diagnosable by the microscope. This is best done by submitting specimens either to the nearest Veterinary Institution which has been supplied with a microscope or his Controlling Officer or to the Principal, Veterinary College, Madras-7. Clinical Laboratories have been established in some of the veterinary institutions and livestock farms to help diagnosis. Other specimens such as portions of tumours, etc., for examination and parasites for identification should be sent to the Principal, Veterinary College, Madras.

(2) In the case of animals showing a continuous high temperature in which a protozoal infection is suspected, blood smears should be taken morning and evening and sent for two or three days consecutively until a positive diagnosis is obtained. Even if no organisms are found a report on several smears will be of more value than a report on one only.

(3) The chief points to be remembered in making a smear are that only a very small drop of blood or other material is required and the smear should be made as thin as possible on two glass slides which are perfectly clean and free from oil or grease. In making a smear for examination the first drop of blood drawn by puncturing at the tip of the ear with a sharp pointed needle should be used. A second smear similarly made out of the first drop of blood from another part of the animal's body may also be sent. If the smears are from one case but from

different organs, the fact should be noted on the slides. The slides, when the smears have dried, should be wrapped in clean blotting paper and packed in a small tin or wooden box.

(4) In addition to specimens for microscopical examination any internal or external parasites requiring identification and if possible a part of the intestines or other organs in which helminthic lesions are present should be preserved and sent to the Principal for report.

(5) (i) The following are simple methods for the collection and preservation of Helminths for examination :—

(*a*) Collect the worms in normal saline (8 grains of sodium chloride in 2 oz. of water).

(*b*) Place the worms in fresh saline for about 15 minutes to clean themselves.

(*c*) Transfer to 70 per cent alcohol (7 parts of rectified spirits with 2 parts of water and 10 per cent formalin for preservation and despatch).

(ii) In the case of delicate worms such as filaria they can be directly put in 70 per cent alcohol for preservation. External parasites can be preserved in 10 per cent formalin solution.

(iii) Organs showing helminthic lesions should be preserved in 5-10 per cent formalin solution.

(6) Material for diagnosis of a few other diseases will ordinarily consist of—

(*a*) Smears of blood, serum, pus from a living animal or carcase.

(*b*) Smears of rectal mucous membrane (for Johne's disease).

(*c*) Materials such as urine, milk exudates or fæ ces, skin scarpings, nasal discharges or scrapings, pieces of growths neoplasms, etc.

(7) When submitting fæcal specimens, they must be preserved in 5 per cent formalin solution. In addition, a small sample of fresh fæces should be sent in a separate sterile glass specimen tube.

(8) Skin scrapings should be sent in a dry condition preferably in a glass tube.

(9) When growths or tissues are sent, small and thin slices of not more than half-an-inch in thickness should be put in 5 to 10 per cent formalin solution so as to prevent decomposition.

(10) (i) Sterile swabs are supplied to all the executive staff for use in addition to glass slides. The swabs should be removed from the test tubes and charged with any material proposed to be sent for microscopical examination. After being charged, they should be re-inserted into the test tube. The whole process should be carried out with sterile precautions. In this way, discharges from unhealthy wounds, pus from abscesses, blood from auricular vein from animals suspected to have died of Anthrax and Hæmorrhagic Septicæmia may

be sent for examination. In cases of Hæmorrhagic Septicæmia blood from the heart as well as any external swelling may also be sent in this way.

(ii) When used swabs are received from the staff by the Principal, Veterinary College, a similar number of new ones will be sent in return by that officer.

(11) A history sheet in the standardized form No. 18 should accompany each kind of specimen sent for examination. If the specimens are from different cases, different history sheets must accompany each set of slides or other materials. These history sheets should not be sent in a separate cover but placed along with the specimen in one and the same parcel or packet. A copy of the history sheet need not be submitted to the Controlling Officer except in the case of surra.

(12) The number of attacks, recoveries and deaths since the commencement of the disease should be furnished in the history sheet accompanying each specimen.

(13) A covering letter advising the despatch of the specimens should be sent at the same time under a separate cover. If it is important that the result of the examination should be obtained immediately, a reply by wire will be sent, if asked for.

(14) Each Veterinary Assistant Surgeon sending specimens for examination shall submit to the Controlling Officer a monthly statement of specimens sent in the following form so as to reach before the 15th of the following month :—

Number.	Kind of specimen.	Disease suspected.	Result.		By whom examined.	Remarks.
			Positive.	Negative.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

203. *Fees for private cases.*—If a private body sends specimens for examination and communication of the result a fee of Re. 1 for each case should be charged and the amount credited to Government.

(G.O. No. 864, Development, dated 10th April 1937 ; R. Dis. No. 1347–A/36.)

204. *Sera and vaccines.*—(1) The following sera and vaccines are available at the Institute of Veterinary Preventive Medicine, Ranipet, for use of the staff of the department. Large indents are generally booked by rail and small indents are sent by post. Those that are indicated by an asterisk mark are not being manufactured at the Institute of Veterinary Preventive Medicine, Ranipet. But small quantities of these products are obtained from the Indian Veterinary Research Institute, Mukteswar and stocked at the Institute for the use of the staff of the department. Large quantities of these products, if required, will be obtained and supplied if sufficient notice is given.

Serial number. (1)	Name of product. (2)	Dose. (3)	Rate per dose. (4)	Minimum quantity supplied. (5)
		C.C.		
1	Anti rinderpest serum ..	5	0 1 6	1 bottle (60 doses).
2	Rinderpest bull virus	1	0 1 0	„ (25 c.c.).
3	Rinderpest goat blood virus.	1	3 8 0 for 15 c.c.	1 bottle (25 c.c.)
4	Hæmorrhagic Septicæmia vaccine.	5	0 2 0	1 bottle (60 doses).
5	Black-quarter vaccine ..	5	0 3 6	1 „ (60 doses).
6	Fowl cholera vaccine ..	1	0 0 6	1 „ (25 doses).
7	Fowl-pox vaccine (freeze dried).	..	..	1 ampoule (100 doses).
8	Pigeon-pox vaccine (freeze dried).	..	..	„ (50 doses.)
9	Ranikhet disease vaccine (freeze dried).	..	..	1 ampoule (200 doses).
10	Sheep-pox vaccine ..	..	1 8 0 for 100 doses.	(100 doses).
11	Anti-anthrax serum ..	15	0 4 0	1 ampoule (20 doses).
12	Bovine lymphangitis vaccine —1 course	10, 10, 20	1 0 0 per course	1 course.
*13	Tuberculin concentrated ..	2	0 4 0	5 doses.
*14	Tubercu'in avian concentrated.	2	0 4 0	5 „
*15	Jhonin	2	0 4 0	5 „
*16	Mallein subcutaneous ..	1	0 8 0	1 „

The rates are exclusive of postage or railway freight and special packing.

(2) (i) Sera and vaccines intended for protection of animals against contagious and infectious diseases should be supplied free of cost to local bodies and private landholders in this State who employ qualified Veterinary staff for use on the livestock owned by them. When they do not employ such staff, the vaccination and inoculations will be done by the departmental Veterinary Assistant Surgeons. Retired and private practitioners should not be supplied with sera and vaccines either free of cost or on payment.

(ii) Indents for sera and vaccines received from private persons and institutions which are outside the Madras State may be complied with and their cost recovered.

(R. Dis. No. 265-II/54.)

205. *Autogenous vacciness*—Autogenous vaccines are prepared and supplied by the Principal, Veterinary College, Madras, on requisition. The following instructions for the collection of materials for preparation of autogenous vaccine are issued :—

(*a*) The material must be collected with aseptic precautions, and forwarded to the Principal, Veterinary College, Madras, in a sterile receptacle without undue delay.

(*b*) The most convenient form of appliance for the collection and despatch of the necessary material is a small cotton wool swab, affixed to the end of a short length of stiff wire, the other end of which pierces

a small cork stopper, which again fits tightly into the neck of a small test tube, so that the swab is enclosed completely within it. The tube containing the swab is sterilized, in an oven, in the laboratory, and Veterinary Officers who require such tubes ready prepared for use may obtain supplies on request. The tubes so prepared will remain sterile indefinitely if they are stored in a dry place.

(*c*) There are other forms of receptacles which may suit equally well in certain circumstances, such as sterile glass-pipettes or capillary tubes, with the use of which the Veterinary Officer is usually familiar. In fact, in emergency he may well use any sterile small receptacle for the purpose of sending the minute amount of morbid material, usually pus, that is needed in the laboratory for preparing the vaccine. For example, he may take the lid of an empty thermometer case, hold it by means of a pair of forceps in the flame of a spirit lamp until it becomes red hot, place it with the closed end downwards in a small hole bored in a piece of wood or in clay until it has just cooled down to about body temperature, lift up with the point of a suture needle or darning needle, that has just been heated in the flame and allowed to cool (and not touched anything in the meantime) about as much pus as it will hold, insert the pus quickly into the interior of the sterile lid, close up at once the open end of the lid by means of hot, molten sealing wax holding the lid then slantwise so that the wax does not run down inside the lid while hot and destroy the organisms in the pus.

(*d*) The organisms which cause suppuration usually live a long time in the pus at least several days—and so it does not matter so much from the point of view of isolating pure cultures, how long it takes for them to reach the laboratory as it does, the manner in which the material is collected. Slight contamination introduced from the air, dirt, skin of the animal, or the operator's hands may multiply within a few hours until the suppurative organisms are completely masked by the contaminating organisms.

(*e*) If the affection from which the animal is suffering has the form of closed abscesses, or boils, the operator will proceed as follows :—

(i) Clip the skin overlying the abscess closely ;

(ii) swab the surface with tincture of iodine ;

(iii) puncture the skin at its thinnest part with the point of a sharp knife-blade that has just been taken out of boiling water, or, better that has just been heated in the flame until it becomes red hot, or with a needle treated in the same manner ;

(iv) Allow the pus to ooze out freely ; if it does not come out freely, press the skin firmly around the edges of the puncture, without actually touching the edges ;

(v) Grasp firmly in the fingers the cork fitting the neck of the tube containing the swab ; withdraw the swab and allow it to touch lightly the surface of the oozing pus, without touching the skin, so that a

small fragment of the pus adheres to the swab, replace the swab immediately in the tube, which is held meanwhile between the fingers of the other hand, taking care that the swab does not touch the lips of the tube while it enters ; turn the cork so that it fits securely within the neck of the tube.

(*f*) If the affection from which the animal is suffering is a long-standing wound, fistula, sinus, or discharging abscess, the procedure will be a little more difficult, but it may be undertaken as follows :—

(i) Clean the edges of the wound thoroughly and paint with tincture of iodine ;

(ii) douche or swab out the wound thoroughly with a weak solution of a suitable disinfectant, or in emergency, with a solution of common salt and water, that has just been boiled ;

(iii) wait for a few minutes (15 to 20 minutes) until the antiseptic fluid has been absorbed or has drained away ; and

(iv) withdraw the sterile swab as described above, and rub it hard for a few seconds against the cleaned wall of the wound and then replace it carefully inside the tube as before described.

(*g*) It is a good plan to spread out one or two thin smears of the morbid material on clean glass slides for microscopic examination at the laboratory, to enable the laboratory worker to check the results of his cultural examination as regards the preponderating and most probable casual organisms. The slides should be wrapped when dry, in clean dry paper for packing and despatch.

(*h*) The tubes and slides should be placed within a strong receptacle, securely packed to prevent breakage, and forwarded at once to the Veterinary College, Madras.

206. *Indents for sera and vaccines.*—(1) Anti-Tetanic serum should be indented for only when the owner of the animal for which it is required consents to pay the cost of the product. In the case of Bovine Lymphangitis vaccine and Autogenous vaccines, a fee of Re. 1 for a course of treatment should be charged to owners of animals from whom fees are levied in the Veterinary Institutions for admission and treatment.

(2) All other inoculations should be performed free of charge.

(3) Veterinary Assistant Surgeons should indent by wire if necessary specifying clearly the name of the product, number of bottles or tubes required, the railway station to which the parcel should be sent and the postal address to which the railway receipt should be despatched. The names of railway stations and post offices should be written in BLOCK LETTERS. In the case of products where there is more than one kind (e.g. Tuberculin), the indent should specify the exact kind required. Any breakage of bottles or discrepancy in the kind or quantity received should be reported by the indenting officer to the Superintendent, Institute of Veterinary Preventive Medicine, enclosing the packing slip and stating at the same time whether replacement of the quantity lost through breakage or short supply is desired.

(4) Indents for each product required should be made separately in the prescribed printed form in Appendix J (22).

207. (1) The staff should not indent for serum or vaccine when it is not actually required. Serum or vaccine can be had anywhere in the State in a very short time, if wired for, and should not as a rule be indented for to be stocked in the district. Indents for sera and vaccines, should show whether the products are required for use in actual outbreaks or for use in disease-free areas.

(2) In the cases in which sera and vaccines are required for use at places far away from the railway station, the staff should arrange with the nearest village officer concerned for taking delivery of the parcels and keeping them in a cool place until they are required for use and thus avoid payment of demurrage charges to the railway.

(D. Dis. 2192-B/36.)

(3) Veterinary Assistant Surgeons should enter all sera, vaccines, etc., received and expended by them in the register prescribed for the purpose. When more than one brew of a product is received, the older brew should be used first.

208. *Unspent stock.*—(1) As soon as a Veterinary Assistant Surgeon finds that the biological product already indented for and supplied to him is in excess of his requirements, and if he finds no prospects of utilizing the balance on hand within one month from the date of receipt in the case of sera and within 15 days from the date of receipt in the case of vaccines, the biological products should be returned to the Institute of Veterinary Preventive Medicine, Ranipet. Parcels containing sera and vaccines should be carefully packed and invariably sent by railway parcel and *not* by goods train. A label "Glass with care" written in big type should be affixed on each case. In all cases of transfer of serum parcels and their return to the Institute of Veterinary Preventive Medicine a covering letter or a copy of it, as the case may be, should be sent to the Superintendent, Institute of Veterinary Preventive Medicine, quoting therein the reference number and the date of the communication from the Institute of Veterinary Preventive Medicine ordering the transfer or return.

(2) District Veterinary Officers should examine at their inspections the amount of sera and vaccines indented for and used by Veterinary Assistant Surgeons and should see whether any serum or vaccine was wasted or indented for in a larger quantity than was necessary with reference to the entries in the register and the number of outbreak reports received and inoculations performed.

(3) If it is found that a Veterinary Assistant Surgeon has indented for more serum or vaccine than he should have done or has failed to return to the Superintendent, Institute of Veterinary Preventive Medicine the unused serum or vaccine as soon as he found no need for it, he will be required to make good the wastage of such serum or vaccine.

209. *Empty containers.*—(1) The empty bottles and packing cases of sera and vaccines should be carefully packed and returned to the address of the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet, by goods train, freight paid. A label "Glass with care" written in big type should be affixed on each case. Every parcel should contain a "packing slip" showing (*a*) the number of empty bottles contained, (*b*) the Institute of Veterinary Preventive Medicine's reference number and date and (*c*) signature and official designation of the officer sending the parcel.

(2) A covering letter advising despatch should follow the parcel quoting therein the Institute reference number and date with which the serum or vaccine was supplied, and the railway receipt securely fastened to the letter. A copy of this letter should be submitted to the District Veterinary Officer. When a Veterinary Assistant Surgeon who is in the interior, sends his empties to another Veterinary Assistant Surgeon who is near a railway station for being forwarded to the Institute of Veterinary Preventive Medicine, the Veterinary Assistant Surgeon in the interior should quote the Institute's reference in his letter to the latter Veterinary Assistant Surgeon and send a copy of the letter to the Superintendent, Institute of Veterinary Preventive Medicine, and the District Veterinary Officer concerned. The latter Veterinary Assistant Surgeon also, in return, should quote the same in his letter to the Institute enclosing the railway receipt.

(3) The minimum weight that can be transhipped by goods train is 15 railway seers which is approximately the weight of 9 empty serum bottles packed in a box. Therefore any stock of less than nine empty serum bottles, should be kept for two months from date of receipt and if in the meantime no additional empties are made available to make up the minimum weight of 15 seers, they should be transferred to the nearest veterinary institution where they will be kept until additional bottles are received to reach the minimum weight.

(4) The one-ounce bottles in which rinderpest virus is supplied should be returned when empty to the Institute of Veterinary Preventive Medicine packed along with empty serum bottles by goods train. If this is not possible, the empty virus bottles should be returned by postal parcel. The total number of bottles returned should be mentioned in the letter advising despatch.

(5) The District Veterinary Officer will see that the instructions contained in the foregoing paragraphs are strictly followed and that no avoidable expenditure is incurred on the conveyance of empty bottles and cases from place to place.

210. *Quarterly return of sera and vaccines.*—A statement showing the receipt and disposal of sera and vaccines together with an account of the empty bottles and packing cases should be submitted by every Veterinary Assistant Surgeon in the Form in Appendix J(21) in manuscript so as to reach the District Veterinary Officer concerned before the 5th of January, April, July and October.

211. *Inoculations.*—(1) Each Veterinary Assistant Surgeon employed on inoculation work should see that he is provided with inoculation box and the outfit sanctioned for it.

(2) Should a Veterinary Assistant Surgeon not have sufficient serum or vaccine on hand to enable him to use the correct dose on all animals available for inoculation he should select the most valuable for protection in the first place and isolate the remainder until he can obtain more. Insufficient doses of serum or vaccine should in no case be used.

(3) No serum or vaccine should be used after the expiry of 24 hours from the time when the bottle containing it was first opened. The remaining contents should be discarded. Two or more bottles should not be opened at the same time. A fresh bottle should be opened only when the bottle already opened is exhausted or discarded.

(4) If a Veterinary Assistant Surgeon has reason to suspect the contents of any bottle of serum or vaccine owing to change of colour or for other reasons he should report the matter at once to the District Veterinary Officer for instructions and send a copy of the report to the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.

(5) Every precaution should be taken to disinfect thoroughly all instruments and the operator's hands, segregation of animals, etc.

(6) A Veterinary Assistant Surgeon carrying out inoculations against contagious diseases should in cases of severe reaction or accidents following the inoculations, at once intimate the fact by wire to the District Veterinary Officer.

212. *Formulae for finding the weight of animals.*—The following three formulæ will be useful for calculating the approximate live weights of cattle, buffaloes, sheep and goats in pounds of which the last mentioned is the best :—

(i) $\dfrac{G^2 \times L}{X}$ (ii) $\dfrac{G \times L}{Y}$ and (iii) $\dfrac{\left(G \text{ plus } L^2\right)}{\dfrac{(\;2\;)}{(\;Z\;)}}$

Where G = Girth of the animal in inches (taken behind the shoulders).

L = Length of the animal in inches (taken from the point of the shoulder to the point of the buttocks. The length on both the sides of the animal may be measured and the mean taken).

X = 300.

Y = 17 if the girth is between 15 and 19 inches.
13 if the girth is between 20 and 25 inches.
11·5 if the girth is above 25 inches.

Z = 17 if the girth is between 15 and 19 inches.
13·5 if the girth is between 20 and 25 inches.
12 if the girth is above 25 inches.

(D.Dis. No. 5494-IV/45.)

213. *Quarterly statement.*—A statement showing the preventive inoculations carried out during the quarter should be submitted in the prescribed form by each Touring Veterinary Assistant Surgeon to the District Veterinary Officer not later than the 20th of the month following each quarter.

Section 3—Specific diseases.

214. *Rinderpest.*—(1) Owners of cattle should be informed of the nature of the diseases and the advantageous of active immunisation.

(2) After immunisation, the animals require rest of a few days, but bullocks may be worked immediately after being inoculated with serum alone method, if it is impossible to give them rest.

(3) Unless used in very large doses anti-rinderpest serum does not possess curative properties and cannot protect animals already infected. A Veterinary Assistant Surgeon should not therefore inoculate sick animals because these may die and cattle owners will thus lose confidence in inoculation. In the case of doubtful animals the thermometer should be used and those showing a rise of temperature above normal should be rejected.

(4) Whenever there are strong grounds for considering that compulsory inoculation should be carried out in any infected area, the District Veterinary Officer should address either the District Magistrate recommending the enforcement of the provisions of the Madras Cattle Diseases Act (Act II of 1866) or the Head Office for the enforcement of the provisions of the Madras Rinderpest Act (Act XIX of 1940) in that locality, giving sufficient reasons for making the recommendations. If the District Magistrate is addressed a copy of the letter should be submitted to the Head Office for information. These two acts and the notifications issued thereunder are printed in Appendices A (1) and (2).

(5) In areas to which the Madras Cattle Diseases Act is applied, compulsory inoculation of cattle can be carried out only by the " Serum alone " method according to the notification issued by the Government under the Act. In areas, however, where the provisions of the Madras Rinderpest Act are enforced, inoculation of animals by the " Serum Simultaneous " method is permissible.

215. *Serum alone method.*—(1) The immunity conferred by a single dose of serum alone lasts for about nine days only. This method of inoculation therefore is useful only in actual outbreaks of the disease. After inoculation with serum alone, the owners should be pursuaded to allow the inoculated animals mix freely with infected ones, in order that the former may contract the disease in a mild form and so obtain an active immunity. Another method of obtaining the same result is by smearing the nostrils of inoculated cattle with fresh faecs or urine or saliva from sick animals. When there is any reason to think that any inoculated animals have not had a chance of contracting the disease the Assistant Surgeon concerned must arrange to re-inoculate these animals. The re-inoculation should take place on the ninth day or as soon after as possible.

(2) For serum alone inoculations the standard dose of serum is considered to be 5 c.c. for animals of not more than 600 lb. body weight. This is the dose for animals possessing the lowest degree of susceptibility and it has been found that it is of no use in protecting animals in this State in this way.

(3) It will be found that at least 20 c.c. is required to protect animals in this State and even this will need to be increased in the following cases :—

(*a*) If the animal is more than 600 lb. body weight.

(*b*) When there is evidence that the outbreak is of a virulent nature.

(*c*) In the case of such cattle as conservancy bullocks, dairy cattle, hill cattle, cross-bred cattle and any others which are not exposed to natural infection as commonly as plain village cattle.

(*d*) Buffaloes require more serum than cattle of the same weight.

(*e*) The dose of anti-rinderpest serum for sheep and goats is 10 c.c.

(*f*) In the case of animals containing imported blood the doses laid down per 100 lb. for simultaneous inoculation should be used.

216. *Serum simultaneous method.*—(1) Before undertaking serum simultaneous inoculation against rinderpest enquiries should be made as to whether any other epidemic is prevailing in the immediate locality and if so, preventive inoculation against the other diseases should be undertaken first and after an interval of ten days inoculation against rinderpest should be carried out.

(2) The immunity conferred by the serum simultaneous method of inoculation in mature animals lasts for several years and in some cases permanently. The immunity conferred on calves is not so lasting, and they should therefore be re-inoculated by this method after two years.

(3) This method of inoculation is of use both during an outbreak and before it occurs. When it is used during an outbreak, care should be taken not to inoculate animals which are in the incubation stage of the disease. When it is being used in a non-infected area, arrangements must be made to preclude the possibility of any infection being allowed to spread.

(4) As a result of inoculation by this method a small percentage of mortality sometimes occurs. Government will not take any responsibility for this but every endeavour will be made by the department to prevent it. The mortality may occur as a result of great individual susceptibility to rinderpest or due to complications with Piroplasma, Trypanosomes, etc., which should be dealt with suitably.

217. *Rinderpest virus.*—(1) Rinderpest virus should be obtained from the Institute of Veterinary Preventive Medicine where a limited amount of goat virus is available at all times, but if considerable quantity is required, about ten days' notice should be given. Rinderpest bull virus also

may be obtained from the Institute of Veterinary Preventive Medicine. All indents for rinderpest virus should invariably contain information as to the availability of anti-rinderpest serum.

(2) To ensure the receipt of virus on the required date, the staff should state in the case of all indents on the Institute of Veterinary Preventive Medicine, the date on which the parcel should be despatched from Ranipet, care being taken to see that postal holidays are avoided.

(3) Rinderpest bull or goat virus when once obtained from the Institute of Veterinary Preventive Medicine should not be returned to the Institute. It should be discarded if there be no use for it.

(4) The virus issued from the Institute of Veterinary Preventive Medicine is subjected to strict bacteriological examination and in the event of any consignments being found contaminated, a telegram will be sent immediately to the consignee.

218. *Dosage of anti-rinderpest serum.*—(1) The dose of anti-rinderpest serum is regulated for the different breeds of cattle as follows :—

(i) Cattle pure-bred imported animal—40 to 45 c.c. per 100 lb.

(ii) 7/8 pure-bred imported animal—35 c.c. per 100 lb.

(iii) 3/4 pure-bred imported animal—25 c.c. per 100 lb.

(iv) 1/2 pure-bred imported animal—20 c.c. per 100 lb.

(v) 1/4 or less pure-bred imported animal—15 c.c. per 100 lb.

(vi) Cattle (local breeds)—2 c.c. per 100 lb. (with a minimum of 5 c.c. and maximum of 15 c.c per animal).

(vii) Buffaloes—5 c.c. per 100 lb. (with a minimum of 10 c.c. and a maximum of 25 c.c. per animal).

(2) Larger doses may be given, if considered desirable, in the case of animals far advanced in pregnancy, high yeilding milch cows, very big sized animals and animals suspected to be very susceptible.

(3) The dose of goat blood virus for serum simultaneous inoculation is 1 c.c. to be injected subcutaneously to each animal irrespective of age, breed, or class. Bull virus is used exclusively for purposes of testing the immunity.

(4) In order to prevent accidents after serum simultaneous inoculations, every effort should be made to keep the inoculated animals under observation for about two weeks after inoculation and if this cannot be arranged, it should be impressed on the owners that if any animal continues to show signs of ill-health for more than a week after the inoculations have been performed, a report should at once be made both to the District Veterinary Officer and the Veterinary Assistant Surgeon concerned.

219. (1) All animals that show a temperature before the third day of inoculation may be considered as having had rinderpest at the time of inoculation.

(2) Animals showing a temperature between the fourth and seventh days should be considered as reactors.

(3) Animals that show a sudden rise of temperature between the seventh and tenth days should be suspected for Piroplasmosis and blood smears examined.

(4) Animals showing a temperature after fourteen days and subsequently developing Rinderpest should be considered as attacks after inoculation.

(5) It should be explained to the villagers that animals showing a rise of temperature and developing the disease before the fifth day must have had the disease in the incubative stage at the time of inoculation and they should also be told that those animals which react should be nursed carefully and not turned out for grazing while they are off-feed.

220. *Freeze-dried rinderpest goat tissue vaccine.*—(1) The vaccine is issued in small ampoules containing either 1/2 gram, 1/4 gram, 1/8 gram of spleen powder in quantities sufficient to inoculate 100, 50 and 25 cattle or buffaloes. These ampoules are labelled ½ GTW, ¼ GTW and 1/8GTW according as to whether they contain ½, ¼, or 1/8 gram of powdered spleen tissue. The ampoules containing vaccine will be distributed to the District Headquarters Hospitals packed in ice in vacuum flasks where it may be stored in the freezing chamber of a refrigerator for a maximum period of one month and used in the district as and when required. After removal from the refrigerator the vaccine must either be used within four days or discarded. It is advisable to transport ampoules of the vaccine where it is to be used in thermos jars with ice. As the vaccine will remain viable for a period of four days only at atmospheric temperature, only that much of the vaccine which can be utilized within the stipulated period of four days should be taken out of the refrigerator at a time.

(2) *Reconstitution and inoculation.*—Before use, the spleen powder must be reconstituted in normal saline solution using a sterile pestle and mortar. The pestle and mortar used for reconstituting the vaccine should be sterilized by boiling well in clean water and cooled well before use. No antiseptics of any kind should be used for sterilizing syringes and other equipments used for reconstituting the vaccine. The Institute of Veterinary Preventive Medicine will supply bottles containing 100 c.cs. and 200 c.cs. of normal saline solution, if indented for. The ampoule should be marked with a file and broken, the cotton wool plug removed from the ampoule and the powder poured into a sterile mortar. First a small quantity of saline is added to the powder and with the sterile pestle it is made to a fine paste and then the rest of the required quantity of saline added and an uniform suspension is made. The quantity of saline required is 200 c.cs. for 1/2 gram ampoule, 100 c.cs. for 1/4 gram ampoule and 50 c.cs. for 1/8 gram ampoule. The reconstituted vaccine is ready for injection and the dose is 2 c.c. per animal for all cattle and buffaloes irrespective of their age and size. For cross-bred and imported cattle, however, the vaccine must be used along with anti rinderpest serum as is done in the case of serum simultaneous inoculations. Any vaccine not used within 2 hours of reconstitution must be discarded. As such,

the Veterinary Assistant Surgeons will do well to collect all the animals to be vaccinated in one central place before reconstituting the vaccine and prepare only such quantities of vaccine that could be used within this stipulated period. Both before and after reconstitution the vaccine must be protected from heat and sunlight and only cool normal saline solution should be used for reconstituting the vaccine. The normal saline solution should be stored in a cool place or cooled before use and warm saline should not be used for reconstituting the freeze-dried vaccine.

(D.Dis. No. 3036-II/53.)

(3) No special precaution is needed after inoculation owing to the mild nature of the reactions produced and it is not necessary to rest inoculated animals. Goat tissue vaccine is expected to give an immunity of at least four years' duration.

(4) Goat spleen tissue vaccine used without anti-serum provides a very effective method of stopping field outbreaks of rinderpest by virtue of the interference phenomenon which is produced. If all animals in an affected village can be inoculated, it will normally be found that after seven to ten days no further cases develop. This time factor is associated with the fact that generally in such circumstances, some of the inoculated animals will be in the incubative stage of the disease at the time of inoculation.

221. *Hæmorrhagic septicæmia vaccine.*—(1) The vaccine can be used in actual outbreaks or about a week before the animals are exposed to infection. Before any inoculation is performed in outbreaks, every effort should be made to have the disease confirmed microscopically. Blood from the heart, as well as from any external swelling of animals, suspected to have died of the disease may be sent to the Principal, Veterinary College for confirmation of the disease. When making an indent for vaccine the officer should state if the disease has been confirmed and if not the reason for this.

(2) The vaccine is a sterile product and is not capable of spreading infection or producing the disease in inoculated animals.

(3) The dose of the vaccine is from 5 c.c. to 10 c.c., 5 c.c. for cattle less than 600 lb. weight and 10 c.c. for over that weight.

(4) The vaccine is to be injected subcutaneously with the usual aseptic precautions.

(5) A slight swelling at the seat of inoculation may result and persist for two or three days, but the vaccine does not cause any other symptoms.

(6) The immunity following the use of the vaccine is established in about a week and persists for about six weeks or so.

222. *Anthrax—Serum.*—(1) In the case of anthrax, ryots should be warned of the danger involved in dealing with the hides or carcasses of animals which have died of this disease.

(2) It has been held that the skinning of an animal which has died of Anthrax is an act likely to spread the infection of a disease dangerous to life and as such is punishable under sections 269 and 270 of the Indian Penal Code.

(3) The Anthrax (Prevention and Control) Rules issued by the Government under the Madras Public Health Act (Act III of 1939) is printed in Appendix A (3) of this Manual.

(4) Anti-Anthrax serum should be used only in outbreaks of the disease and inoculations on a large scale should not be usually undertaken until the disease has been confirmed microscopically. This should be stated when making the indent.

(5) In animals suffering from Anthrax the bacilli do not invade the blood-stream until a short time before death. If possible, therefore, smears should be taken either from animals in extremis or from the carcasses of animals immediately after death.

(6) When an animal has been dead for sometime and Anthrax is suspected the carcass may not be opened and it is useless sending blood smears for examination. Instead a piece of skin should be removed from a part rich in capillaries, such as the lips, around the eyes, muscle, etc., then stretched and nailed on a piece of wood and enclosed in a dry state in a glass or other vessel, and sent for examination.

(7) When there is no reason to suspect Anthrax, a carcass should be opened and a post-mortem examination made. Smears should be made from any internal lesions discovered and from the heart blood and all sent for microscopical examination. If it is desired to send the whole or major portion of a small animal or bird or organ for examination it should be wrapped in a thin cloth well soaked in 10 per cent formalin solution and carefully packed.

(8) The immunity conferred by a single dose of serum is of short duration lasting not more than two weeks. Consequently if the outbreak continues beyond this period the animals should be reinoculated.

(9) The serum is injected subcutaneously in the usual way. The dose of this serum is—

For cattle according to size, 10 to 25 c.c.

For sheep, 25 to 30 c.c.

For ponies, mules and country bred horses, 25 c.c. to 50 c.c.

For imported horses, 100 c.c. and upwards.

Elephants 200 to 300 c.c.

Camels 75 to 150 c.c.

(D.Dis. 2929-D/38.)

(10) The serum is curative and may be injected intravenously in quantities of not less than 100 c.c. in animals suffering from the disease.

223. *Blackquarter—Vaccine.*—(1) The vaccine may be used in actual outbreaks of the disease or about a week before the animals are exposed to infection, i.e., before the onset of the season when cases are known to occur. In actual outbreaks, microscopical confirmation of the disease should be obtained as soon as possible.

(2) The following instructions are issued for sending specimens in Blackquarter cases to the Principal, Veterinary College, Madras :—

As soon as possible after the animal has succumbed to the disease the skin over the affected area should be reflected by means of a knife that has been sterilized in a flame, small strips of the diseased muscle, from the size of a man's thumb to a small banana are then excised by means of a knife and a pair of forceps that have also been flamed. Two or three such strips will be quite sufficient from each case. When this has been done, a piece of string (that has been boiled beforehand, or steeped in disinfectant and allowed to dry) is passed through one end of each strip by means of a needle sterilized as above, and tied in a loop. The loops are then attached to a suitable firm object (such as a length of strong string tied crossways between two nails) and exposed to the sun if the weather is hot enough, or in front of a fire at a temperature of about or just above body temperature, until the strips have become quite hard and dried up. This drying process will usually take from 24 to 48 hours. They should then be placed in a small clean, dry wooden box or tin and forwarded immediately to the Principal, Veterinary College, with the following descriptive notes enclosed :—

(*a*) Description of animal (age, sex, breed, condition).

(*b*) History, if any (how long affected, if known, etc.).

(*c*) Nature of lesions (where situated, size, colour, odour and texture of lesions when cut into).

(*d*) Period elapsed between probable time of death and the time when muscle strips were excised.

(*e*) Locality of outbreaks.

(*f*) Number of animals affected.

N.B.—Strips from as many cases and from as many different outbreaks as possible should be forwarded

(3) The dose for cattle is from 5 to 10 c.c. depending on the size of the animal, to be inoculated subcutaneously with the usual aseptic precautions. For sheep the dose is proportionately smaller 1 to 2 c.c. Each bottle should be well shaken before use.

(4) A slight swelling at the seat of inoculation may result and persist for two to three days, but the vaccine does not cause any other symptoms.

(5) The vaccine is a sterile product and is not capable of spreading infection or producing the disease in inoculated animals.

(6) The immunity following the use of the vaccine is developed in about a week, and is believed to persist for about six months.

224. *Bovine Lymphangitis vaccine.*—The course of treatment consists of three doses, viz., 10 c.c., 10 c.c. and 20 c.c. of the vaccine given subcutaneously at an interval of three days. If no appreciable result is perceived within three to four weeks from the commencement of the treatment a second course of treatment should be given.

225. *Sheep pox*—(1) "*Ovination*".—The technique of "Ovination" in its most simple form is as follows :—

(i) Take "lymph" in the form of the vesicular contents of naturally affected sheep. The lymph should be serous in consistence, water-clear and colourless or yellowish or yellowish-red. Under no circumstances should hæmorrhagic, turbid or purulent materials be used. The most suitable lymph is obtained on the fifth to the seventh day after the first appearance of eruptions, and from strong young sheep, in which the disease runs a milder course.

(ii) It is advisable at the beginning of an outbreak to inoculate a number of healthy sheep with lymph and to select those which exhibit the best vesicular eruptions for the production of lymph for the inoculation of the rest of the flock.

(iii) Lymph is withdrawn from the vesicles by means of a sterile glass pipette or by means of a syringe.

(iv) The sites selected for inoculation are the interior surface of the tail, about four inches from the root, or the interior of the ear, about two inches from its free extremity. The instrument used for implanting the virus is either a small vaccination lancet, or better a grooved directing needle.

(v) The above instrument is dipped in the lymph and then inserted through the upper layers of the skin in a slanting direction, taking care not to pierce the deep layers of the epidermis or penetrate the subcutaneous tissue (or in the case of the ear, the cartilage of the ear). A 5 c.c. syringe needle attached to a small hypodermic syringe, may be employed instead and the material inoculated in much the same manner into either of the above sites as mallein is injected in the intrapalpebral test for glanders.

(2) *Vaccination.*—A vaccine for protecting sheep against sheep pox is manufactured and supplied by the Institute of Veterinary Preventive Medicine, Ranipet. This vaccine is to be used for protecting sheep against sheep pox. The vaccine is supplied as an emulsion of sheep pox virus in 50 per cent glycerine saline. A small drop of the vaccine is applied to a spot on the inside of the ear of the sheep and a scarification made at the site with a rotary lancet, scalpel, or hypodermic needle. A lesion develops at the site of vaccination with redness oedema, and postule formation in a week's time which later dries up into a scab.

226. *Fowl cholera vaccine.*—This product can be used both in outbreaks and in free areas. Each adult fowl should receive one c.c. of the vaccine, but the doses should be proportionately reduced for the chicks.

227. *Fowl pox vaccine.*—Two vaccines are manufactured and supplied for the control of fowl pox among poultry—(i) Freeze dried fowl pox virus vaccine and (ii) freeze-dried pigeon pox virus vaccine.

228. *Pigeon pox vaccine.*—This is also a freeze dried product and must be used as per instructions issued from the Institute of Veterinary Preventive Medicine. The contents of each ampoule are sufficient to vaccinate 50 birds. Any vaccine not used within two hours of reconstitution must be discarded. This vaccine may be used on birds of any age and does not spread the disease to unvaccinated chicks. Vaccination is done by applying the vaccine to a few feather follicles on one leg after removing some feathers. "Takes" or lesions develop normally at the site of vaccination in four to five days which appear in the form of an enlargement of the feather follicles and these subside later and form into yellowish scabs. The immunity produced by pigeon pox vaccine is of short duration only usually not lasting for more than three months. Immunity develops in a period of two to three weeks after vaccination.

229. *Ranikhet disease vaccine (freeze-dried).*—This vaccine consists of a freeze dried emulsion of embryos, fluids and membranes from artificially infected embryonating eggs with an attenuated strain of Ranikhet disease virus. The vaccine is issued in ampoules and one ampoule is sufficient for the inoculation of 200 birds. This product also is supplied in ice in vaccum flasks to district headquarters hospitals where it can be stored in the freezing chamber of a refrigerator and can be used, for a maximum period of two months from the date of issue from the Institute. After removal from the refrigerator the vaccine should be used withinthree days and afterwards discarded. Small quantities of vaccine which could be used within eight days from date of issue is also supplied by post. Just before use the contents of each ampoule should be reconstituted in 100 c.cs. of normal saline solution. Approximately 1 c.c. of the diluent is taken in a syringe, introduced into the ampoule and thoroughly mixed with the desiccated vaccine until an even suspension is obtained. The suspension is then transferred with the syringe to the bulk of the diluent in a bottle and the mixture is thoroughly shaken. It should not be exposed to the sun and must be kept as cool as possible. The vaccine must be used within two hours of reconstitution and then discarded. The dose per bird is half c.c. injected into the web of the wing. The vaccine is not safe for use on birds below six weeks of age and hence should not be used on them. The reaction observed is usually of a mild nature.

230. *Tuberculosis and Johnes disease—Detection in cattle—Double intradermal test.*—(1) $\frac{\text{The Avian Tuberculin (consentrated)}}{\text{Johnin}}$ in order to remain potent must be kept in a cool place and protected from light. If it becomes turbid or cloudy, it must not be used.

(2) The $\frac{\text{tuberculin}}{\text{Johnin}}$ test does not render the milk in any way injurious.

(3) The test is performed by injecting a small quantity (1/10 c.c.) of undiluted $\frac{\text{tuberculin}}{\text{Johnin}}$ of known potency and purity into the skin, preferably on the side of the neck, in two successive doses. The second or test dose is injected 48 hours after the first, or, sensitising dose. Observations of the resulting reaction are made by palpation and measurement of the swelling produced at the site of inoculation.

A. Technique.—(i) Shave and cleanse an area of skin, about four square inches in extent, at the middle of the side of the neck. This is done preferably on the day preceding the first injection.

(ii) Pinch up a fold of the shaved area and hold it firmly between the thumb and fore-finger of the left hand.

(iii) Insert obliquely into the fold of the skin the needle of the hypodermic syringe; containing the requisite quantity of $\frac{\text{tuberculin}}{\text{Johnin}}$. (The needle should be short and strong, and the syringe carefully tested beforehand to ensure absence of leaking when pressure is applied to the piston; an all-metal dental hypodermic syringe has been recommended; the syringe and needle should be sterilized by boiling.) The depth to which the needle is inserted into the skin is of importance. It will vary somewhat with the thickness of the skin. The reaction produced after a deep injection, made into the dermis, is more marked than that observed after an injection made superficially, just under the epidermis. On the other hand, take care to see that the needle does not pass too deeply, into the subcutaneous tissue. When the needle has been correctly inserted, inject the $\frac{\text{tuberculin}}{\text{Johnin}}$ into the dermis, for which operation the application of considerable pressure may be necessary. The proper injection of the $\frac{\text{tuberculin}}{\text{Johnin}}$ becomes evident immediately by the appearance of a pea-like nodule in the skin.

(iv) Inject the second, or test dose into the skin after an interval of 48 hours from the time of the first injection. The dose is the same as the first dose (1/10 c.c.). The interval may, however, be prolonged to 72 hours. Some degree of swelling is always produced after the first injection, even in animals that are not suffering from $\frac{\text{tuberculosis}}{\text{Johnes disease}}$ but the swelling is much greater in animals that have the disease. For the second injection, therefore, inject the dose of $\frac{\text{tuberculin}}{\text{Johnin}}$ in exactly the same manner as the first, into the centre of the swelling produced by the first injection.

B. Observations.—(i) Record by actual measurement the thickness of the fold of skin at the seat of injection. The measurement should be made by means of a pair of callipers, the jaws of which just grasp the

injected fold of skin. The distance between the jaws is then read off on a ruler.

(ii) Measure the thickness of the fold immediately before the first injection and again at each interval of 24 hours afterwards. Measure also in this way the thickness of the fold immediately before the second injection. The initial measurement gives information concerning the normal thickness of the skin and serves also as a guide to the depth at which the injection must be made. Take care to exert an uniform degree of pressure on the skin with the callipers at successive readings so as to obtain comparable readings.

(iii) Palpate also the swelling at the seat of injection and record the presence or absence of heat, tenderness, and oedema and the consistence of the swelling.

C. *Estimation of results.*—(i) In animals that are not tuberculous / suffering from johne's disease a small swelling is produced after the first injection; the skin at the seat of injection is found to have increased in thickness on measurement 24 hours after the injection but the increase does not usually exceed a few millimeters; after 48 hours the skin shows some decrease in thickness. Frequently no change in thickness is observed. Palpation reveals absence of local heat and tenderness and a pea-like nodule is often felt, which is not surrounded by an oedematous infiltration.

(ii) In animals that are tuberculous / suffering from johne's disease there is a considerable increase in thickness of the fold when it is measured 24 hours after the first injection. The swelling persists, and often increases, till the 48 hour reading; sometimes, however there is a slight decrease at the latter reading. Palpation reveals an appreciable degree of local heat and tenderness, with a variable degree of surrounding oedematous infiltration; these characteristics give the swelling a peculiar sensation to the touch, which is different from that felt on palpating the skin of the animal which is not tuberculous / suffering from johne's disease.

(iii) (*a*) The most decisive information is given by examination of the skin 24 hours after the second injection.

(*b*) In animals that are not tuberculous / suffering from johne's disease the skin shows very little increase in thickness and on palpation, very little oedematous infiltration.

(*c*) In animals that are tuberculous / suffering from johne's disease however the swelling and surrounding oedema are considerably increased as a rule, the swellings may reach a thickness of 50 millimeters or even more.

(*d*) In some animals that are $\frac{\text{tuberculous}}{\text{suffering from Johne's disease}}$ the reaction may not be very stricking at this stage. In such cases, where doubtful reactions are observed a reading made 48 hours after the second injection reveals the swelling to be still distinct, whereas in an animal that is not $\frac{\text{tuberculous}}{\text{suffering from Johne's disease}}$ it will have subsided.

(iv) Although actual measurements serve a useful means of establishing permanent records of the test for subsequent reference, the presence or absence of a reaction is determined mainly by observing the characters of the swelling as revealed by palpation of the seat of injection, and this applies more especially to tests in which the swelling is not very marked.

(v) The reactions observed in buffaloes are, as a rule, more severe than those observed in cattle; sometimes, the oedematous infiltration is so great that it is difficult to pinch up a fold of skin for measurement at the site.

Section 4—Diseases scheduled under the Glanders and Farcy Act.

231. (1) The Glanders and Farcy Act (Act No. XIII of 1899) and the rules framed by the Government of Madras under section 14 of the Act are reproduced in Appendix A (4) of this Manual.

(2) The Government have extended the Act to the whole of the Madras State including the cantonment areas in the State in respect of the following diseases :—

(1) Glanders and Farcy.

(2) South African horse sickness.

(3) Surra.

(4) Lymphangitis Epizootica in respect of the City of Madras only.

(G.O. No. 453, Revenue, 19th May 1906; G.O. No. 3018, Revenue, 11th October 1911; G.O. No. 1234, Public, 27th March 1918; G.O. No. 2190, Development, 10th December 1930; D. Dis. No. 3361-A/30.)

(3) The diseases known as "Surra" and "Lymphangitis epizoottica" are declared to be dangerous epidemic diseases within the meaning of section 2, Sub-section (1) of the Act.

(G.O. No. 3319, Revenue, 13th October 1910.)

232. *Inspectors and practitioners.*—(1) The Veterinary Assistant Surgeons of the Animal Husbandry Department, Madras, whether in Government service or on Foreign service have been appointed under

section 4 (1) of the Act to be Inspectors to exercise and perform within the State of Madras the powers conferred and the duties imposed by the Act on Inspectors ".

(G.O. No. 3018, Revenue, 11th October 1911.)

(2) The following officers have been appointed to be both Inspectors and Veterinary practitioners under sections 4 (1) and 7 (1) of the Act :—

(*a*) All the officers of the Indian Veterinary Service employed in the Animal Husbandry Department, Madras.

(*b*) All the officers of the Army Veterinary Corps who may for the time being be stationed within the Madras State.

(*c*) All officers of the Madras Animal Husbandry Service.

233. *Epizootic Lymphangitis—Diagnosis.*—Nodules varying in size from a pea to a hen's egg appear under the skin. These may be connected by lines like veins having the appearance of beaded chains. The hair falls off the nodules and they burst and discharge thick yellow or blood-stained matter. The lesions may be found on any part of the body, but they are most frequently associated with those parts which are most exposed to wounds, kicks, contusions, harness and saddle galls. The disease takes place by inoculation through wounds and may therefore develop from the slightest abrasion.

234. *Surra*—(1) *Diagnosis.*—There are successive attacks of fever the first of which might perhaps pass unnoticed. Then red spots appear on the mucous membrane of the eye. The eyes water. There is rapid loss of flesh and great weakness, although in the majority of cases the appetite remains good throughout, no matter how high the fever may be. The mucous membranes of the eye, mouth, etc., become very pale and then at a later period yellowish. From first to last there is progressive debility and emaciation until dropsical swellings of the limbs and under-surface of the body appear. The duration of the attacks of fever and intermissions are very irregular, usually lasting from about one to six days. Death occurs in about six or seven weeks.

(2) *Confirmation of the disease.*—(*a*) The responsibility to confirm the disease in an animal entirely rests with the " Practitioner " under the Act. He should not merely act on the result of the examination of the blood communicated by the Principal, Veterinary College, Madras. A " Practitioner " who inspects an animal suspected to be suffering from Surra and confirms the disease should consider and decide whether it would be cheaper to destroy the animal and pay compensation or whether it would be economical to treat the animal.

(D. Dis. No. 2205-D/33 ; D. Dis. No. 2033-D/38.)

(*b*) Trypanosomes in the peripheral blood are generally supposed to coincide with a period of fever and this had led to the mistaken belief that nothing is gained by examining the blood of an animal whose temperature is normal. This is not quite correct, as the peripheral blood

of an animal with a normal temperature may show trypanosomes. For the early detection of the disease in the field, reliance must be placed, on microscopic examination of the blood by the wet-film method. Suspected animals and those showing suspicious symptoms should be examined daily for ten days or preferably every other day for twentyone days. Trypanosomes are more numerous in the peripheral blood during the heat of the day than in the early morning or late afternoon.

(D. Dis. No. 5551-IV/43.)

235. *Treatment.*—(1) The treatment of animals should ordinarily be undertaken by the practitioner himself if this can be done without inconvenience and unnecessary expenditure. If such a course would involve two or more journeys for the practitioner to visit the scene of outbreak, it is not necessary for the practitioner to administer the treatment himself. After the disease has been once confirmed, the treatment commenced by the practitioner may be completed by an Inspector under instructions of the practitioner.

(2) *Subsequent cases.*—Any subsequent cases in the area detected by an Inspector may be treated by the Inspector himself. The Inspector should, however, submit blood smears then and there for confirmation of the disease by the practitioner.

(3) *In-contacts.*—If there should be reasonable grounds to suspect the disease among the animals which are definitely known to be in contact with a diseased animal, action would be taken as laid down in paragraph (i) of the rules framed by the Local Government under section 14 of the Act. There is, however, no provision in the Act to compel all owners of equines in the area to submit their animals for treatment, nor is such a course necessary unless an animal is definitely known to be an in-contact.

236. *Antrypol.*—(1) Surra in all animals may be treated by the intravenous injection of a ten percent solution of antrypol. The solution is prepared by adding the powder to distilled water or normal saline, which has been boiled and allowed to cool. The following points are important and should be carefully observed :

(i) The solution must be freshly prepared immediately before injection.

(ii) The solution must not be boiled.

(iii) The powder must not be added to boiling water.

(2) Immediately after receiving antrypol, and for a few days after, animals must have free access to water.

(3) *Horses and mules.*—Three intravenous injections of antrypol—

	Animals in good condition.	Animals in poor condition.
First day	0·6 gram per 100 lb.	0·5 gram per 100 lb.
Eighth day	0·3 do.	0·25 do.
Fifteenth day ..	0·3 do.	0·25 do.

(4) Each animal should be weighed or the weight estimated, according to the formula $G \times L/5$ weight in pounds, or $G \times G \times L/300$ weight in pounds, G being the girth in inches and L being the length in inches from the point of the shoulder to the point of buttock. The formula $G \times L/5$ should be used when the girth is over 60 inches, and the other when the girth is 60 or less.

(5) *Camels.*—The dose of antrypol for camels is —

(i) If blood positive in microscopic examination.	One injection of four grams repeated after 14 days.
(ii) If blood not positive on microscopic examination but positive to mercuric chloride test and animal shows clinical signs of Surra.	Do.
(iii) Positive to mercuric chloride test but showing no clinical signs of the disease.	One injection of four grams.

(6) *Cattle and buffaloes.*—Per 100 lb. 0·5 gram followed after 14 days by 0·25 gram per 100 lb. The weight can be estimated from the formula $G \times L/5$.

(7) *Elephants.*—Thirty grams followed by 15 grams after 14 days, the injection being made into the ear vein.

(8) *Tartar Emetic* is recommended for cattle and buffaloes as it rapidly and cheaply restores harmonious relations between host and parasite and this is all that is required in these animals. The toxicity of tartar emetic is greatly reduced by dissolving the salt in 5 per cent glucose solution instead of in water.

Dose.—Five c.c. of a 2 per cent solution per 100 lb. with a maximum of 50 c.c. repeated after five days. The injection must be made slowly (intravenous).

(9) *Arsenious acid.*—Arsenious acid may be used for elephants, ten grains a day being given daily for ten days followed after a break of a week by fifteen grains daily for a further ten days.

(10) Cerebral symptoms are sometimes seen during the course of treatment, but more often some time after treatment has been completed ; Animals showing these symptoms seldom do any good and should be destroyed.

(11) *Camels.*—A negative reaction to the Mercuric Chloride test may be regarded as evidence that the animal has been cured. The Mercuric Chloride test should not be repeated until six weeks after the last dose of antrypol.

(12) *Cattle and buffaloes.*—May be regarded as cured when they cease to show signs of ill-health. It is unnecessary to examine their blood periodically after treatment.

(D. Dis. No. 5551-IV/43.)

237. *Compensation.*—Paragraph (ix) of the rules framed by the Local Government provides for the payment of a compensation to the owner of an animal destroyed under the Act. Similar compensation can be granted in the case of animals treated for the disease if the death could be definitely ascribed to the use of the drug, and a claim would not be in order if the animal were to die as a result of the disease. The practitioner should use his discretion in the matter.

(D. Dis. No. 2185-D/32.)

238. *Testing of horses arriving into the city by rail.*—There are no rules about testing horses that come to Madras from other States by rail; but as glanders is present in the north of India, it is advisable to test horses if they are not accompanied by a certificate that they have been tested for glanders and found negative.

239. *Glanders—Directions for using Mallein.*—(1) While under the mallein test, horses ought to be left at rest in the stable and protected from draughts. The rectal temperature ought to be taken once or twice on the day before the test is applied.

(2) The dose of mallein for a horse is 1 cubic centimetre or 18 minims. It ought to be injected about the middle of the side of the neck, with a clean hypodermic syringe. The best form of syringe is one with an asbestos piston as the whole instrument may then be sterilized by boiling it in water for five minutes before use.

(3) The mallein must be injected into the subcutaneous connective tissue, and care must be taken that the whole dose is actually introduced.

(4) The temperature must be taken at the time of injection and at the 9th, 12th and 15th hours afterwards.

(5) Provided the temperature was normal (under 101° F.) before the injection, it will rise 2° or more (103°—105°) during the next 15 hours if the horse is glandered, but it will remain practically unaffected (under 102°) if the horse is not glandered.

(6) Attention must also be paid to the swelling that forms at the seat of injection. When the horse is glandered this goes on increasing in size during the second twenty four hours after the injection and it seldom declines before the third or fourth day. The maximum diameter of this swelling in glandered horses varies from 5 to 10 inches.

(7) In horses that are not glandered the local swelling attains its maximum size during the first fifteen hours, and by the twenty-fourth hour it has almost entirely disappeared. Its maximum diameter is usually about three or four inches.

(8) When the temperature gradually raises from the normal to 104° during the first fifteen hours, and a large slowly disappearing swelling forms at the seat of injection, the horse may confidently be declared glandered.

(9) If, with a normal temperature at the time of injection, a horse displays only the temperature reaction, or only the local reaction, the case must be considered doubtful, and the test repeated after the lapse of a week.

(10) When the temperature is 102° or more at the time of injection the temperature reaction is unreliable, but in such a case the diagnosis may be based on the characters of the local swelling.

(11) The mallein should be kept in a cool place, and protected from light. Should it lose its transparency or become cloudy, it must not be used.

Section 5—Rabies.

240. *Municipal by-laws.*—Model by-laws for the prevention of rabies have been framed under section 306 (25) of the Madras District Municipalities Act, 192 . In municipalities in which these by-laws have been adopted, a Veterinary Assistant Surgeon in charge of a Veterinary Institution in the municipality and working under the control of supervision of the Director of Animal Husbandry may destroy any dog which in his opinion is suffering from rabies, or detain any dog if he suspects it to be showing symptoms of rabies.

(G.O. No. 462, P.H., 4th March 1925; R. Dis. No. 187-A/25.)

241. *Attack by a rabid dog.*—(1) If a dog has made an unprovoked attack on and has bitten a person or another pet animal and has escaped, it is advisable for the bitten person to proceed to the nearest headquarter human hospital for treatment and the bitten animal sent to a Veterinary Institution for treatment.

(2) As soon as possible after the bite, the wound should be well washed with some antiseptic lotion, dried and then thoroughly cauterized with fuming nitric acid or pure carbolic acid If concentrated nitric acid or pure carbolic acid cannot be obtained, crystals of permanganate of potash, silver nitrate, etc, can be used. To cauterize a bite thoroughly, each separate tooth mark must be dealt with in turn and care taken that the caustic actually comes in contact with the sides and penetrates to the bottom of the wound. Sometimes it is necessary to open the wounds to allow the caustic to penetrate thoroughly. Where there are definite teeth marks a probe should always be used. Care should be taken that the skin is not too extensively destroyed as this only delays healing.

(3) The above instructions should also be followed where the offending dog has not made its escape, but does not appear normal and shows suspicious symptoms of rabies. If the offending dog is brought alive to the Veterinary Institution and if the Veterinary Assistant Surgeon in charge suspects it to be rabid, he should keep it under observation and if it dies within a week send its brain to the Pasteur

Institute, Coonoor, and advise the bitten person to undergo anti-rabic treatment at once.

242. *Observation of suspected animal.*—(1) If a dog which has bitten a human being or another animal but appears to be at the time quite normal in health is brought to a Veterinary Institution, it should be admitted as a patient and kept under strict observation for ten days. If after that time it remains well, the saliva cannot have been infective at the time of biting and treatment for the bitten person is not necessary. Should the animal at any time during the ten days' observation become abnormal in its ways, go off its food and appear unwell, the instructions in paragraph 241 above should be followed.

(2) When the carcass of a dog with the history that it has bitten a person is brought to a Veterinary Institution and the owner or the person in charge thereof wishes the brain to be sent to Coonoor for examination, it is incumbent on the Veterinary Assistant Surgeon in charge to do so free of charge and give the necessary instructions to the person bitten. Where there is no danger to human life involved the usual destruction and post-mortem fees can be charged for the removal of the brain for examination.

243. *Anti-rabic treatment.*—Anti-rabic vaccine for the treatment of animals bitten by dogs or other animals suspected to be suffering from rabies are available at the Pasteur Institute, Coonoor. Such animals should be admitted as patients of the institution to which they are brought. No fee should be charged from anybody rich or poor for anti-rabic treatment of their animals at Government Veterinary Institutions or by any other Veterinary Assistant Surgeons. Similarly, prophylactic treatment for dogs against rabies should not be charged for. But in the case of animals other than dogs where a prophylactic treatment is sought, in addition to the usual charges for treatment where these are levied, the cost of vaccine together with any incidental charges incurred in connection with the vaccine should be recovered and credited to Government.

(G.O. No. 1543, Development, 30th March 1948 ; R. Dis. No. 5105-II/47.)

244. *Indents for anti-rabic vaccine.*—(1) Indents for vaccine should be sent to the Director, Pasteur Institute, Coonoor, who has issued the following instructions for the guidance of this department :—

(*a*) Anti-rabic vaccine indented for from the Pasteur Institute, Coonoor, will be supplied by value payable post.

(*b*) Vaccines once issued are not returnable under any circumstances. But if there is any unspent balance of the vaccine on hand on account of a patient discontinuing the treatment, the Veterinary Assistant Surgeon should report the fact to the District Veterinary Officer who will either arrange to transfer the vaccine to any other Veterinary Assistant Surgeon who may require it or order to discard it.

(c) Anti-rabic vaccine sufficient for treating one animal will be charged by the Pasteur Institute at the following rates :—

	RS.		RS.
Cat	4	Pony	
Dog		Horse	
Goat		Cow	10
Sheep	5	Bullock	
Calf		Buffalo	
Deer		Camel	20
		Elephant	

(2) A case card is supplied by the Director, Pasteur Institute, Coonoor, along with anti-rabic vaccine issued for the treatment of animals exposed to risk of infection. It is essential for statistical purposes that the card should be filled up before the commencement of treatment. The Veterinary Assistant Surgeon should ascertain from the parties concerned whether the treated animal was alive and well six months after the completion of treatment. This information should be entered and the card forwarded to the Director, Pasteur Institute, Coonoor, without any delay.

(3) Whenever further information on this subject is required by the staff, the District Veterinary Officer should be consulted and not the Director of the Pasteur Institute, Coonoor.

245. *Treatment concessions.*—(1) All officers of the Animal Husbandry Department of whatever class are treated as on duty for purposes of pay, travelling allowance and pension for the periods covered by their journeys to and from Coonoor or headquarter hospital, or the General Hospital, Madras, and their stay for treatment, subject to the proviso that the concession is admissible only to an officer who comes into contact with a rabid or suspected animal while actually discharging his official duties.

(G.O. No. 1690, P.H., 6th December 1922 ; G.O. No. 542, P.H., 13th February 1939 ; D. Dis. No. 1975-II/39.)

(2) Officers of the Animal Husbandry Department and menials paid from contingencies who have to undergo anti-rabic treatment as a result of infection caught while discharging their official duties will be exempted from the payment of the charge levied for a course of anti-rabic treatment at the District Headquarter Hospital or the General Hospital, Madras.

(3) All Gazetted Officers and Veterinary Assistant Surgeons of the Department have been empowered to grant concessions to Government servants employed under them or subject to their authority to proceed to the Pasteur Institute, Coonoor, or any other centre except a Mission Hospital for anti-rabic treatment.

(4) Veterinary Assistant Surgeons are authroized to grant concessions to indigent persons not employed in the Public service to proceed to the Pasteur Institute, Coonoor, or any other nearest centre for anti-rabic treatment.

(5) Veterinary Assistant Surgeons should ascertain the names and addresses of persons bitten by animals suspected of being rabid which they examine and send a list of such persons to the Medical Officer incharge of the nearest treatment centre together with a report on the condition of the animal, or a copy of the laboratory report in the cases where the brain of the animal has been sent to the Pasteur Institute, Coonoor, for examination.

246. *Instructions for the removal of the brain of rabid dogs and its transmission to the Pasteur Institute, Coonoor.*—(1) The importance of early diagnosis from the point of view of persons bitten is evident.

(2) In order to facilitate the microscopic examination of brains, they should be fixed, while fresh, in a solution made up in the following proportion :—

Bichromate of potassium.	3 grammes	in other terms	45 grains.
Glacjal acetic acid.	5 cubic centimeters.	do.	$1\frac{1}{2}$ fluid drams.
Water (distilled preferred).	Do.	do.	$3\frac{1}{4}$ fluid ounces.

and despatched the same day to Coonoor.

NOTE.—(i) The parts of the nervous system of greatest value are in order of merit, the hippocampus major, the cerebellum, the cortex, the medulla and the spinal cord.

(ii) If the brain has to be sent a journey lasting longer than 48 hours, the quantities of bichromate and acetic acid should be halved.

(iii) Brains preserved in alcohol do not give reliable preparations for microscopic examinations.

(3) In the Veterinary College Hospital the officer making the post-mortem should, in addition, send a preparation from all such brains to the College Laboratory for immediate examination and report to the Principal.

(4) The microscope occasionally fails generally on account of badly preserved or insufficient material being sent, so that the animal test must be resorted to. If the latter is to be successful, a portion of the fresh brain of the animal must be removed from the skull immediately after death, put at once into 50 per cent sterile glycerine and despatched to Coonoor. If 50 per cent sterile glycerine is not available the brain may be sent in sterile 0·5 per cent carbol-saline. Alcohol and also the bichromate fixative mentioned above destroy the virus, so inoculation of an animal cannot be performed with such material.

(5) In removing the brain of a rabid animal, great care must be taken not to touch any part with the naked fingers for fear of infection. Instruments must always be used.

(6) To remove the brain of a dog the simplest way is to fracture the skull with a hammer through the unbroken skin; then cut through the skin and remove the fragments of bone with bone and dissecting forceps. Having exposed the brain, cut off a piece of the cortex with a sterile knife and put it with sterile forceps into a small wide-mouthed bottle containing 50 per cent glycerine and cork it tightly. The bottle should be surrounded with saw dust or dry grass or cotton wool and packed in a tin or wooden box. The remainder of the brain should be extracted whole from the skull and divided longitudinally with a knife and put into a wide-mouthed bottle containing the bichromate fixative. In the case of a large brain, several transverse slices should be made to allow the fixative to penetrate more rapidly into the interior. No antiseptics must be allowed, to come into contact with the brain during the process of its removal.

(i) The quantity of fixative should be at least twenty times the bulk of the tissue put in it.

(ii) The bottle used should be filled right up to the stopper with the fluid. Otherwise the brain substance becomes entirely broken up during transit.

(7) The above instructions should be followed literally and the two bottles labelled and despatched to the Director, Pasteur Institute, Coonoor, together with a letter under separate cover describing the case and giving the names of the persons concerned with it.

247. *Destruction of dogs.*—(1) The Government have issued suitable type designs for a Lethal Chamber and an electrocution shed to be constructed by municipalities and other local bodies for the destruction of stray dogs. As the use of an electrocutor is efficient, humane and quick method of killing, they have recommended its adoption by local bodies where electricity is available and where especially large number of dogs have to be destroyed. In other places the use of a Lethal Chamber with C 2 or cynogas " A " dust has been recommended.

(G.O. No. 1561, P.H., 30th October 1924; R. Dis. No. 674-C/24; G.O. No. 2048, P.H., 26th October 1931; D. Dis. No. 93-C/32; G.O. No. 643, P.H., 16th March 1932; D. Dis. No. 820-C/32; G.O. No. 5928, P.H., 17th December 1940; D. Dis. No. 1153-II/41; G.O. No. 1828, P.H., 2nd May 1940; R. Dis. No. 3865-II/40.)

(2) *Inspection of Lethal Chambers.*—Lethal Chambers constructed by the local bodies in places in which there is no Veterinary Assistant Surgeon in their employ should be systematically inspected during working hours once in every three months by the nearest Veterinary Assistant Surgeon of the department and a report sent to the Executive authority of the local body concerned through the District Veterinary Officer.

(G.O. No. 488, P.H., 3rd March 1928; R. Dis. No. 256-A/28; R. Dis. No. 1039-A/28.)

CHAPTER V—CHEMICO-LEGAL SPECIMENS.

248. *Post-mortem examination.*—(1) The post-mortem examination of animals which have died under suspicious circumstances or in respect of which an offence is reasonably believed to have been committed, should be conducted upon the lawful requisition of a police officer by the Veterinary Assistant Surgeons in charge of Veterinary Institutions or in places where these institutions do not exist, the duty should be performed by the Touring Veterinary Assistant Surgeons of the department. The forms in which post-mortem and wound certificates should be issued are as at Appendices J (23) and (24). An office-copy of the certificate issued should be kept in the "General File."

(2) Veterinary Assistant Surgeons in charge of Veterinary Institutions maintained by Government or Departmental Veterinary Assistant Surgeons holding charge of private institutions and the Touring Veterinary Assistant Surgeons of the department are not allowed to charge any fees for post-mortem or other examinations performed or certificates granted under this rule. For the journey undertaken in this connection, the Veterinary Assistant Surgeons including those lent to private bodies may draw the usual Travelling Allowance as admissible under the Travelling Allowance Rules.

(G.O. No. 1314, Judicial, 30th September 1909, No. 1578, Judicial, 18th November 1909, and No. 209, Judicial, 13th February 1912.)

(3) Officers of the Animal Husbandry department will communicate to the District Magistrate having immediate jurisdiction information regarding any cases which come to their notice in which they have reason to suspect criminal poisoning.

(G.O. No. 307, Rev., 3rd February 1917.)

(4) When suspected cases of poisoning come up to the Veterinary Officers, the Veterinary Officers concerned should immediately address the Magistrate or a Police Officer not below the rank of a Deputy Superintendent of Police for a requisition for the examination of the articles. The Veterinary Officers are not entitled to give any opinion in the matter as a result of the post-mortem examination which they may conduct until, on receipt of the requisition, the materials are sent to the Chemical Examiner for examination and his certificate is obtained. If the suspected articles are liable to decomposition, the Veterinary Officers are authorised to forward them to the Chemical Examiner in anticipation of the orders of a Magistrate or a Police Officer communicating the fact of despatch to the Magistrate, Superintendent, Assistant Superintendent, or Deputy Superintendent of Police and that officer should thereupon send by the next post the required order (requisition). No option is given by the rules to a Magistrate or a Police Officer to refuse the grant of a requisition in each such cases.

(G.O. No. 2325, P.H., 7th September 1945; D. Dis. No. 4198-III/45.)

249. *Chemico-legal necessaries.*—(1) The Veterinary Assistant Surgeon in charge of Veterinary Institutions should maintain a sufficient stock of the chemico-legal necessaries shown below in readiness for the transmission of viscera and other substances to the Chemical Examiner, when occasion arises :—

Rectified spirits—

Big jars, wide-mouthed	.. ..	1 lb.
Do.	.. ..	2 „
Do.	.. ..	4 „
Corks and bungs for above.		
Bottles, wide-mouthed	.. ..	2 oz.
Do.	.. ..	4 „
Do.	.. ..	8 „
Do.	.. ..	1 lb.
Do.	.. ..	2 „
Do.	.. ..	4 „

(2) When a Touring Veterinary Assistant Surgeon requires any of the abovementioned articles, he will obtain them from the hospital from which he usually obtains his supply of drugs. Medical Officers and Subordinates in charge of human hospitals will supply on loan chemico-legal articles to the Touring Veterinary Assistant Surgeons whenever required by them. The articles obtained on loan should be returned as early as possible.

250. *Transmission of viscera, etc., to the Chemical Examiner.*—In the transmission of suspected matters to the Chemical Examiner for analysis three main objects are to be kept in view, viz., the proof of identity, the impossibility of any interference during transit, and preservation of the articles from decomposition. Accordingly the rules printed below have been sanctioned by Government and the staff should adhere strictly to them in order not only to facilitate the work of the Chemical Examiner but also to make the evidence derived from the analysis of assistance to the judicial authorities.

(Civil Medical Code, 591.)

251. *Punctured wound.*—(1) Some precautions should be taken to ensure that viscera, etc., are not sent for examination in cases where death obviously occured from causes other than poison. A careful search should be made for any indications of the presence of a "sui"; a punctured wound with ecchymosis in the surrounding tissues especially in the neck ; when this mode of poisoning is suspected, and if anything resembling a "sui" be found, it should be forwarded to the Chemical Examiner for examination together with the injured tissues. A Chemical examination of the viscera is useless in cases of "sui" poisoning, as in such cases poison cannot be detected in the viscera.

(2) The mode of poisoning by "sui" is as follows :—The seeds of the *Abrus precatorious* (Tamil—"Gundumani") are powered into paste with water and a small sharp spike, nearly an inch long called "sui" or "sutari", is made from the paste and hardened by drying in the sun. The "sui" is then mounted on a wooden handle and a blow struck with it, the protruding "sui" enters the animal's flesh and remains there when the handle is withdrawn. The animal invariably dies, usually in twenty-four to thirty hours, and much local oedema is found at the seat of injury with injection of the vessels and hæmorrhagic points in the mucous membranes of the stomach and intestines. The local lesion may at first sight resemble a blackquarter lesion.

(3) When conducting the post-mortem examination, the entire alimentary canal should be opened and its contents inspected for suspicious-looking substances. If any suspicious-looking substances are detected in the alimentary canal, they should be packed in a separate vessel, and spirit should not be added unless necessary for preservation.

252. *Materials for examination.*—(1) The following articles should be sent from horses and cattle for examination :—

(*a*) About 2 pounds of the contents of the stomach in a clean glass or well-glazed earthen vessel or vessels with the addition of sufficient quantity of strong unmethylated spirit for their preservation ;

(*b*) about a pound of stomach in a clean glass or well-glazed earthen vessel or vessels with the addition of sufficient quantity of strong unmethylated spirit for its preservation ;

(*c*) about a pound of contents of the intestines in a clean glass or well-glazed earthen vessel or vessels with the addition of sufficient quantity of strong unmethylated spirit for their preservation ;

(*d*) About a pound of liver in a clean glass or well-glazed earthen vessel or vessels with the addition of sufficient quantity of strong unmethylated spirit for its preservation ;

NOTE.—(i) Care should be taken that common bazaar spirit is not used.

(ii) Methylated spirit supplied by the Medical Stores Depot, may however be used for the purpose if unmethylated spirit is not available.

(iii) The amount of spirit added to each vessel should be measured and the amount so added written on the lable affixed to the vessel.

(*e*) dry dung without the addition of the spirit ;

(*f*) any suspected poisons; and

(*g*) at least 4 oz. of the sample of the spirit used in preserving the articles.

(No. 8931-II/48.)

(2) All bottles and packets should be carefully sealed by the Veterinary Officer making the examination and closed in such a manner that they cannot be opened without destroying the seal. The seal used

should be the same throughout, either a private seal, or an official seal which is always in safe keeping. Each bottle or packet should be labelled and each label should bear the number and date of letter of advice to the Chemical Examiner, relating to the case, as well as a short description of the contents and should be signed by the Veterinary Officer.

[Civil Medical Code No. 592, II (9).]

(3) Suspected substances may be forwarded by post, by passenger train—freight paid by steamer or in charge of a constable. The last-mentioned method is recommended in all cases in which wealthy or influential parties are implicated.

(Civil Medical Code No. 592-II/10.)

(4) Officers forwarding viscera, etc., by post, rail, steamer, or constable to the Chemical Examiner, will be held personally responsible that the instructions given below are carefully followed:—

(Civil Medical Code No. 592.)

(i) *Transmission by post.*—When viscera, etc., are forwarded through the post, the following rules are to be observed: –

(*a*) The suspected viscus or other material to be sent for examination should be enclosed in a glass bottle or jar, fitted with a stopper or sound cork ;

(*b*) the spirit should be sufficient in quantity to cover the material in whatever position the vessel containing it may be held, and should not bear a less porportion to the bulk of such material than one-third ;

(*c*) great care should be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative ; in such cases a ring of bees-wax or candle-wax should be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper should be carefully tied down with bladder or leather and sealed ;

(*d*) the glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick being put between the vessel and the box ;

(*e*) the box itself should be encased in common gadah cloth, which should be securely closed and sealed. The seals should be at intervals not exceeding three inches along each line of sewing. All the seals must be of the same kind of wax, and must bear distinct impressions of the same device. The device should ordinarily be the office seal of the officer despatching the parcel. The device must in no case be that of a current coin or merely a series of straight, cured or crossed lines or impressions of keys or weights ;

(*f*) a declaration of contents to the officials of the postal department is unnecessary, and should not be made.

[Civil Medical Code No. 593-II/(10) A.]

(ii) *Transmission by rail or steamer.*—When viscera, etc., are forwarded by rail or steamer, it is unnecessary to encase the box in cloth, but with this exception the rules of forwarding articles through the post must be observed in forwarding articles by passenger train or steamer.

[Civil Medical Code No. 582-II (10)-B.]

(iii) (*a*) *Transmission by constable.*—When viscera, etc., are forwarded in charge of a constable, it will not be necessary to pack the bottles, etc., in a strong box in order to protect them from rough handling during the transit. But it is desirable that glass bottles containing viscera, etc., should be wrapped in cloth or paper, so as not to be offensive to other passengers.

(*b*) In every other respect, the same rules should be observed as in the transmission of visceras, etc, by rail.

[Civil Medical Code No. 592 II (10)-C.]

(*c*) When an officer forwards articles to the Chemical Examiner for examination, he should at the same time address and forward separately a letter to the Chemical Examiner advising their despatch. This letter should contain—

(1) full details of the purpose for which the analysis is required ;

(2) full particulars of the case whatever its nature may be ;

(3) an impression of the seal used in closing the vessels and a description thereof ;

(4) a list of the articles forwarded and information as to how the articles have been forwarded ; the numbers given to the atricles in the list must correspond with the number on the labels ;

(5) the name of the officer from whom the order has been received to forward the articles, and the number and date of such order ;

(6) information as to the number and kind of animals affected and number of deaths ; and

(7) any information obtainable as to post-mortem appearances, nature and duration of symptoms and which may be likely to indicate the probable nature of the poison.

[Civil Medical Code No. 591-II (8).]

253. *Annual statistics.*—(1) District Magistrates are required to supply the Director by 1st June of each year, with an annual statement up to the 31st March preceding of all cases of criminal poisoning that have been dealt with by the Magistracy and Police.

(G.O. No. 307, Rev., 3rd February 1917.)

(2) The Chemical Examiner is required to furnish the Director by 1st June of each year a list of cases of suspected animal poisoning examined by him in the course of the financial year preceding with a note on the result of his examination in each case.

(G.O. No. 307, Rev., 3rd February 1917.)

CHAPTER VI.—IMPORTS, EXPORTS AND CERTIFICATES.

Section 1—General.

254. Under the existing disposition of Customs work in the Madras State, the Collector of Customs, Madras, is concerned only with the Madras Custom House and the Cochin Custom House. All other outposts as well as land custom frontiers are under the jurisdiction of the Collector of Central Excise, Madras.

(Government Memorandum No. 141916-E/51, Development, dated 8th January 1952; D. Dis. No. 650-II/52.)

Section 2—Imports.

255. Importation of livestock into India from foreign countries is regulated by the Livestock Importation Act (India Act IX of 1898). According to the notification issued by the Government of India under the Act, the bringing by sea of any livestock from any place outside the State of India to any place within the State of Madras is prohibited except through the ports at Madras and Cochin. The Madras Government have issued Livestock Import Quarantine Rules to be observed at these two ports and have authorised officers of the Animal Husbandry Department to perform the duties of a "Veterinary Officer" under the quarantine rules. The Act and the notifications issued thereunder and the quarantine rules are reproduced in Appendix A (7) of this Manual.

(D. Dis. No. 10043-II/51.)

Section 3—Exports.

256. (1) *Restriction regarding Ongole Cattle.*—The export of Ongole cattle to places outside India is prohibited except that in respect of Ongole bulls and bullocks a certain number may be allowed to be exported under a licence issued by the Director in each case according to the instructions given below :—

(2) Licences to export Ongole bulls and bullocks outside India will not be granted as a matter of course. The number of animals that a person will be allowed to export under a licence will depend on the number of licences that are likely to be issued in a year and the number of Ongole bulls and bullocks which can be allowed to be exported during that year. The animals to be exported should be examined by a Veterinary Assistant Surgeon who will grant a certificate specifying the number and description of the animals. Every person wishing to export Ongole bulls and bullocks should apply to the Director of Animal Husbandry, Madras, for a licence. The application shall be in the form specified in Annexure I below. The Director of Animal Husbandry will issue a licence in the form specified in Annexure II in duplicate to the exporter who will retain one copy of it and forward the other with the form of the certificate to the Veterinary Assistant Surgeon in whose jurisdiction the

exporting Port is situated. If for the grant of the certificate the Veterinary Assistant Surgeon undertakes any journey or incurs any expense, the expenditure should be met by the exporter. The certificate and licence will, before export, be surrendered by the exporter to the Customs authorities who will stamp on it the number of animals exported and the date of export.

(D. Dis. No. 524-A/29; D. Dis. No. 1713-A/29; G.O. No. 1541, Development, 12th August 1930; D. Dis. No. 619-A/30.)

ANNEXURE I.

Application for licence.

To

The Director of Animal Husbandry,
Madras State.

Sir,

I/We the undersigned hereby apply for a licence to export by sea outside India.................................... Ongole Bull/Bullocks from....................................Port.

Station and full address.

Date. Signature.

ANNEXURE II.

Combined licence and certificate form.

No...... (i) Date........

Licence.

Shri...............................are/is granted a licence to export outside India Ongole Bulls/Bullocks from the port of

This licence is valid for one consignment only and shall be surrendered to the Officer in charge of the port of......................on the despatch of the consignment.

(Signature)
Director of Animal Husbandry, Madras.

(ii)

Certificate.

Certified that under licence No........dated...................... issued by the Director of Animal Husbandry to Shri...................... permitting the export of..........................Ongole Bulls/Bullocks outside India, the animals noted below were presented for examination.

Number of animals. *Description of animals.*

(Signature)
Veterinary Assistant Surgeon.

257. *Restriction regarding other cattle.*—(1) In order to avoid a gradual depletion of stock in the State, the Government of India have decided that the following categories of cattle should not be exported outside India :—

(i) Bulls, bullocks, or buffaloes fit for ploughing and transport purposes ;

(ii) cows or buffaloes in milk ;

(iii) pregnant cows or buffaloes ; and

(iv) dry cows or buffaloes and heifers suitable for breeding purposes.

(2) In order to ensure that the above classes of cattle are not exported the Veterinary Assistant Surgeons of this department should examine and issue a certificate that the cattle proposed to be exported do not belong to the prohibited variety, as soon as an intimation is received from the Port Official or the Exporter regarding the arrival of the animals at the port of shipment.

(R. Dis. No. 5352-II/43.)

NOTE.—The Government of India, however, permit export of cattle in special cases when (*a*) cattle are required for breeding purposes, (*b*) the number of cattle required is small and (*c*) the request for import is forwarded through and recommended by the Government of the country concerned.

258. *Health certificates.*—(1) Health certificates are not obligatory unless importing countries have prescribed them. A certificate of health is not required for the export of an animal from one port to another within India.

(G.O. No. 673, Development, 26th April 1921 ; Government Memorandum No. 7425-III/39 Dev., 9th May 1939 ; D. Dis. No. 553-G/38.)

(2) Regulations framed by some of the countries which import animals and animal products from India are given in Appendix-A (8).

(3) The Veterinary Assistant Surgeons of the department may issue certificates of health for animals intended for export, but in order to ensure that the certificates do not go beyond the strictly ascertained facts of the case those issued by the subordinates should be seen and countersigned by the Controlling Gazetted Officer.

(G.O.P., No. 568, Development, 1st April 1924 and G.O. No. 3701, Development, 12th July 1948 ; R. Dis. No.771-II/48.)

(4) (i) When an animal for which a certificate is required has been examined and found fit, the following particulars should be furnished to the countersigning officer with the certificate required by the importing country in duplicate :—

(*a*) Kind of animal.

(*b*) Owner's name and designation, if any.

(*c*) How long the animal has been under observation.

(*d*) Place to which the animal is to be exported.

(*e*) Authorities requiring the certificate and the nature of certificate required by them in the importing country.

(ii) One copy of the certificate will be retained in the Controlling office and the other returned to the Veterinary Assistant Surgeon concerned duly countersigned. If it is necessary to issue the certificate in duplicate three copies of it should be submitted to the countersigning officer.

(5) A certificate of health may be issued by a Veterinary Officer in respect of animals not intended for export to foreign countries but in that case it should always be stated that it is understood that the animals are not intended for export to foreign countries.

259. *Fees.*—(1) The following fees should be collected from the exporter by the concerned Veterinary Assistant Surgeons for granting certificates of health in respect of animals intended for export to foreign countries from the ports of this State :—

Cattle and buffaloes	.. ..	Rs. 1–8–0 per head.
Sheep and goats	.. .. ..	As. 12 ,,

(G.O. No. 864, Development, 10th April 1937 ; R. Dis. No. 1347-A/36.)

Note.—It has been ordered by the Director that the above rates prescribed for the Port at Nagapattinam, Cuddalore and Porto Novo uniformly be applied also to the other ports of this State.

(2) The following rates of fees shall be levied on animals exported from the Port of Tuticorin to Ceylon :—

(i) *Dogs.*—Rs. 2 for the first dog and Re. 1 for each additional dog subject to maximum fee of Rs. 5 irrespective of number, provided they belong to the same person and are taken out for dog shows evidenced by entry cards or letters of authority.

(ii) Animals belonging to circus troupes Rs. 5 for the first unit of ten animals irrespective of class and Rs. 2 for every additional unit of ten animals or a part thereof.

(iii) Animals intended for a zoo Rs. 2 per animal irrespective of class.

(G.O. No. 1075, Dev., 26th April 1939 ; D. Dis. No. 393-G/38.)

(3) Charges for spraying sheep and goats at Tuticorin before export to Ceylon is As. 6 per animal.

(D. Dis. No. 8804-11/53.)

(4) All these fees should be credited to Government in full.

260. *Examination of animals intended for slaughter on board the ship.*—Sometimes Veterinary Assistant Surgeons situated at the sea ports are required by the Port Officers to examine and pass sheep, goats, fowls, meat, etc., intended for consumption by passengers on board a ship. This work on the part of Veterinary Assistant Surgeons is treated as private practice and should be performed without detriment to the routine official duties.

261. *Animal products.*—(1) The procedure given below shall be observed in granting certificates in respect of consignments of the following animal products which are intended for export to foreign countries :—

(i) Hides and skins.

(ii) Horns and hoofs.

(iii) Bones and articles made of them.

(iv) Wool and hair.

(v) Any other animal products in respect of which a certificate is sought from the officers of the Animal Husbandry Department for purposes of export of consignments of such products.

(2) The examination of the products should be for Anthrax.

(3) Any person intending to export hides and skins, horns and hoofs, bones and the articles made of them, wool and hair, and any other animal product to foreign countries from the Port of Madras or any other port in this State, and wishing to obtain certificates of health of animals from which the products have been derived shall apply to the Principal, Veterinary College, Madras, or to the District Veterinary Officer concerned as the case may be. A fee of Rs. 40 is payable for the grant of a single certificate. Application should be accompanied by a chalan in token of having remitted into the Government Treasury this fee of Rs. 40.

(4) On receipt of the application, the Principal or the District Veterinary Officer shall immediately depute a Veterinary Assistant Surgeon to examine the contents of the packages and obtain representative samples of the animal products for laboratory examination. The Veterinary Assistant Surgeon will take samples in the manner described below, seal the packages and send the samples to the Principal, Veterinary College, Madras, at Government cost with a certificate in the form appended, so as to reach him at least 10 days in advance of the date of shipment. Columns 1 to 8 of the form should be filled by the Assistant.

Form of certificate.

1 Number of sample packages received.

2 From whom received.

3 Date of receipt.

4 Distinction marks of the seals on the packages to be exported.

5 Contents.

6 Name and address of the exporter.

7 Probable date of shipment.

8 Destination of the articles to be exported.

9 Date of examination.

10 Result.

11 Signature of the examiner.

Certified that the above sample(s) has/have been subjected to bacteriological and biological tests and I declare it/them free from Anthrax.

(Seal.)

Principal, Veterinary College, Madras.

(G.O. No. 2468, Development, 9th October 1939; R. Dis. No. 293-C/38; G.O. No. 206, Development, 15th January 1953; D. Dis. No. 10015-II/52; G.O. No. 3243, Development, 14th July 1951; D. Dis. No. 7999-I/50.)

(5) (*a*) In the case of hides, skins, horns, hoofs and bones, scrapings should be taken into a sterile glass tube or bottle by means of a sterile scalpel from at least 10 random samples of each consignment, pooled and despatched.

(*b*) In the case of wool and hair, 10 clippings should be similarly pooled and sent.

(*c*) In the case of articles made or prepared from bone, such as, meal or manure, 10 separate samples of each consignment should be pooled and about one ounce in the aggregate should be carefully packed and despatched.

(G.O. No. 2468, Development, 9th October 1939 ; R. Dis. No. 293-C/38.)

(6) The officer who receives the application should ascertain from the applicant information about the areas from which the products have come. If the areas lie within the State, he should obtain from the concerned District Veterinary Officer information about the diseases prevailing there and furnish it to the Principal, Veterinary College, for information. But the grant of Anthrax free certificate by the Principal, Veterinary College, shall not however be delayed on account of late receipt of reports about prevailing diseases from the District Veterinary Officers.

(D. Dis. No. 5964-II/39 and D. Dis. No. 977-II/43.)

(7) The Principal, Veterinary College, Madras, will arrange to have the samples examined forthwith on receipt and if satisfied, sign the certificate and forward it to the exporter and intimate simultaneously the action taken to the District Veterinary Officer concerned. If the samples are condemned, the fact will be intimated to the exporter and the District Veterinary Officer.

(8) The fee paid into the Government treasury by the exporter will be credited to Government as a departmental receipt and will not be refunded on any account.

(9) If any exporter of animal products wants only a disinfection or sterilization certificate, a Veterinary Assistant Surgeon should personally supervise the process of disinfection or sterilization and then certify accordingly in which case there will be no necessity to obtain an Anthrax-free certificate from the Principal, Veterinary College, Madras. The certificate prepared by the Veterinary Assistant Surgeon should be countersigned by the controlling Gazetted officer. A fee of Rs. 40 for each such certificate should be recovered from the exporter and remitted into the treasury.

(D. Dis. No. 1789-II/41 and D. Dis. No. 4618-II/42.)

262. *Inspection certificates—Oilcakes.*—The Principal, Veterinary College, Madras, and the District Veterinary Officers are permitted to issue certificates of inspection in respect of oil cakes exported from the Ports of the State of Madras. A fee of Rs. 20 should be levied for each certificate issued. Every application for such a certificate should be accompanied by a chalan in token of having remitted the fee into

a Government treasury to the credit of this department. The nature of certificate required is that the ports from which the goods are shipped and the places from which supplies are received are free from Foot-and-Mouth disease. The applicant for a certificate should state the district from which the cake has been collected. The Principal or the District Veterinary Officer as the case may be should ascertain the prevalence or otherwise of the disease in those places and grant a certificate accordingly.

(G.O. No. 94, Development, 10th January 1940; D. Dis. No. 5157–II/39.)

CHAPTER VII—PROPAGANDA.

263. *Materials.*—The propaganda unit for the preparation of pictorial posters, charts, etc., and their distribution to the departmental officers is attached to the District Veterinary Officer, Madras. All District Veterinary Officers are supplied with posters as and when they are printed and some posters which are hand made are lent for display at important exhibitions, etc. Some of the District Veterinary Officers have also been supplied with magic lantern slides on different subjects relating to this department which are useful for the visual education of the ryots. The District Veterinary Officers who have not been supplied with magic lanterns should obtain a set on loan when required from the nearest District Veterinary Officer who has got it. Leaflets regarding improvement of cattle, poultry, etc., and how to protect them from diseases which are common in this country are periodically printed and supplied for free distribution in villages, etc.

264. *Ways and means.*—One of the ways of popularizing the department is the amount of publicity that is given, and therefore, demonstrations and propaganda have been included as one of the chief functions of the departmental staff. The difficulties ordinarily met with are ignorance of elementary principles of hygiene among the villagers; prejudice against the modern methods of safeguarding their animals against diseases, mal-nutrition of animals, lack of enthusiasm in taking suitable precautions against the spread of epidemics, etc. A knowledge of the advantages derived by seeking modern scientific methods of treatment and advice offered by the department has practically to be forced on the ryots if satisfactory progress in the improvement of live-stock has to be achieved. To overcome the above difficulties, propaganda work has to be undertaken by all the gazetted and non-gazetted officers of this department especially in places which are remote from big towns.

265. *Broadcasting.*—The Government have ordered that talks on matters which are of practical use or interest to the rural population should be broadcast in Telugu and Tamil once a week alternatively. The talks will last for 10 minutes. The subject of broadcast and the name of officer selected should be communicated two months in advance to the All-India Radio Stations, Madras, in respect of Telugu talks and to Tiruchirappalli Station in respect of Tamil talks. A brief English translation should be submitted to the Government in advance for their approval. These scripts together with a copy of Government's approval should reach the Director of the Radio Station ten days before the date of broadcasting. All references issued from the Head Office in this connection should be attended to by the departmental officers very promptly.

266. *Exhibitions and shows.*—In order to enable this department to take full advantage of the industrial and agricultural shows and exhibitions held in this province for wide publicity of the activities of this

department, the Director is empowered to incur expenditure up to a maximum of Rs. 1,000 in a year in connection with exhibitions. The departmental officers, particularly the District Veterinary Officers and Veterinary Assistant Surgeons should take every opportunity to participate actively in the exhibitions, etc.

267. *One-day cattle shows.*—A number of one-day cattle shows are sanctioned by the Government every year and funds from the Departmental budget are allotted for expenses in connection with the shows and for the award of prizes. Printed forms for the issue of certificates are also supplied. As soon as the sanction is received, the District Veterinary Officer should give wide publicity and induce people in the surrounding villages through the Village officers to get competitive exhibits for the show. If possible, a local high official or a wealthy landlord of the place may be asked to preside over the show and distribute the prizes. After the sanctioned number of shows is held, a report should be submitted to the Head Office together with a statement showing the following particulars :—

(1) Place of the show.

(2) Kinds of exhibits and the number in each.

(3) Number of prizes awarded and value.

(4) Number of certificates issued.

(5) Total receipts.

(*a*) From Departmental funds.

(*b*) From other sources.

(6) Expenditure incurred.

268. *Private shows.*—Every year a certain amount is placed by Government at the disposal of the Director for the purpose of granting financial assistance to private cattle and poultry shows held during the year. The grants are made subject to the following conditions :—

(1) The maximum grant in any individual case should not exceed Rs. 100, and

(2) that no grant should be made unless and equivalent amount is collected by the organizers by way of private donations.

(G.O. No. 1667, Agriculture, 18th May 1954 ; D.Dis. No. 2144–II/54).

269. *Duty of Veterinary Assistant Surgeons.*—(i) Veterinary Assistant Surgeons, whenever opportunity occurs, should do intensive and effective propaganda on the following lines which should more or less be taken as an example, the chief aim being to educate the ryots on Animal Husbandry matters and in general to popularize the various kinds of activities of the department.

(ii) Lectures should be delivered with or without the help of magic lantern slides and charts on the various diseases (contagious, non-contagious and parasitic) occurring among the livestock and the methods of their prevention and cure, diseases of animals communicable to human beings, the necessity and importance of co-operation by the cattle owners in prompt reporting of outbreaks of contagious diseases to the authorities, advantages of scientific treatmnt afforded by the department, ill-effects of common grazing; importanceof adequate feeding of animals systematically on clean foodstuffs of nutritive value and construction of hygienic cattle-sheds with sanitary surroundings, livestock improvement such as building up of healthy herds of livestock, maintenance of approved stud bulls and buffaloes, grading up of poultry, sheep and cattle and rearing of calves on scientific lines, etc., etc.

(iii) Advantage should be taken of cattle-fairs, markets and shows and rural exhibitions in the course of tours, where pictorial posters, charts, instruments and appliances, etc., should be exhibited and interesting instructive lectures on animal husbandry matters should be delivered.

(iv) The Burdizzo method of castration should be demonstrated and its benefits over the other methods particularly mulling should be explained.

(v) The departmental leaflets in local languages should be distributed.

CHAPTER VIII—EDUCATION.

270. The Veterinary College, Madras, is a constituent College of the Madras University qualified to impart instruction for the Degree of Veterinary Science (B.V.Sc.). It also runs (1) the Stockman Course, (2) the Flaying school and (3) a Refresher Course for Veterinary Assistant Surgeons. In addition, it also affords facilities to the staff and students for the conduct of original research leading to the Post-graduate Degrees of M.Sc. and Ph.D. of the Madras University.

271. *B. V. Sc. Degree Course.*—(1) The B.V. Sc. Degree Course is spread over a period of four academic years and one term (ordinarily consecutive), each academic year consisting of three terms, viz., July to September, October to December and January to March, except in the case of the Final Year, the course of which, in addition, extends to the fourth term, viz., April to June.

(2) Candidates seeking admission to the course should apply in the prescribed application form obtainable from the Principal of the College. Selection of candidates for admission to the Course is made by a Committee constituted by the Government for the purpose. Candidates seeking admission to this Course should have passed the Intermediate Examination in Arts and Science of the Madras University or an equivalent examination of some other recognized University having offered either Chemistry or Natural Science as one of the optional subjects.

(3) In the admission card issued to candidates, a note that "failure on the part of the student to inform the Principal about his or her intention not to join the institution within a period of one week would entail forfeiture of the fees paid" should be added. Students admitted into the Veterinary College and who subsequently leave the college having secured seats in other institutions are not eligible for the refund of hostel lodging fees paid by them. As regards the tuition fees however the Principal may on appeal by the student concerned and for good and sufficient reasons sanction the refund of the tuition fees paid (i) in all cases where the seat not taken up by a student is taken up by another, there being thus no loss of fee income to the college, and (ii) in such other cases as the Principal considers deserving, even though the students have been informed as stated in the beginning of this paragraph.

(G.O. No. 3162, Agriculture, 22nd October 1954; D.Dis. No. 6881-II/54.)

(4) Students of all the four classes are given farm training at the Hosur Cattle Farm for the periods specified, each class forming a separate entity accompanied by a Professor, an Assistant Professor or Lecturer and an Attender or Attendant dealing with Animal Husbandry subject for each class. The students are paid single III Class railway fare from Madras Central to Bangalore R.S. and back and bus fare from Bangalore to Hosur Catte Farm and back. In addition, the students of the

IV year class alone are paid actual railway and bus fare for the journeys to other places which they are required to visit in connection with the farm training.

(G.O. No. 1324, Agriculture, 21st April 1954 ; D. Dis. No. 684-II/54.)

272. *Stockman Course.*—(1) This course is intended to give basic knowledge in the subjects relating to Veterinary Science with special emphasis on Animal Husbandry so as to enable the candidates after training to perform the duties of Stockmen.

(2) *Admissions.*—Candidates seeking admission to the course should have been declared eligible for admission to the University Course of study in Madras, Annamalai and Andhra Universities and should have completed the age of 17 years on the 15th day of July.

(3) Candidates seeking admission to the Course should apply in the prescribed application form obtainable from Principal on payment either by money order or at the College counter of a sum of eight annas per set of application form and its enclosures and a copy of the prospectus of the course. The application form should be filled in in the Candidate's own handwriting and sent with its enclosures so as to reach the Principal on or before the last date specified in the advertisement.

273. *Refresher Course.*—(1) This course of three months' duration is run in the Veterinary College, Madras, to train every year three batches of six Veterinary Assistant Surgeons each and is designed to keep them up-to-date in their knowledge of Veterinary Science and Animal Husbandry. Of the above period, candidates are required to undergo training at the Veterinary College, Madras, for nine weeks reviewing the following subjects :—

(1) Animal Genetics.
(2) Animal Nutrition.
(3) Pathology.
(4) Bacteriology.
(5) Physiology.
(6) Parasitology.
(7) Flaying.

(2) In the ninth week, an examination is held. Afterwards the candidates are required to go to the Institute of Veterinary Preventive Medicine, Ranipet, where they will spend a week, acquainting themselves with the working of the various sections of the Institute. From there they move to the Livestock Research Station, Hosur, where they will spend the remaining two weeks working in different sections. They will also be taken to key village centres to study the following :—

(i) The key village centre and observation of its actual working.

(ii) Sterility and disease control in the key village area.

(iii) Breeding practices.

(iv) Organization of key village scheme.

(G.O. No. 3080, Development, 7th August 1950 ; D.Dis. No. 261-II/50.)

(3) Outside candidates are also admitted to this course to a maximum of three per batch on payment of a tuition fee of Rs. 75 each per course.

(G.O. No. 4490, Development, 11th October 1951; D.Dis. No. 4667-II/51.)

274. *Flaying School.*—(1) This course is also run at the Veterinary College, Madras, for the training of professional flayers and also Veterinary Assistant Surgeons who in turn train flayers in the mufassal. The course is intended to impart training in the art of scientific flaying and thereby produce quality hides and skins for the industry and the country's export trade.

(2) As many as 12 Veterinary Assistant Surgeons and 60 professional flayers (both butchers and new recruits) in Madras and 40 men (both butchers and new recruits) in the mufassal have to be trained annually enlisting the co-operation of municipal institutions and local abbatoirs.

(3) Except the Veterinary Assistant Surgeons, the candidates seeking admission to the course should have completed the age of 18 years at the time of admission and should know to read and write one of the regional languages.

(4) Applications are supplied on request free of cost and should be submitted to the Principal, Veterinary College, Madras, duly completed with their own handwriting.

(5) A stipend of Rs. 10 per mensem each will be paid to professional butchers; and a stipend of Rs. 25 per mensem each to the new recruits for the duration of the Course.

(6) An examination is held at the end of the Course and the successful candidates are awarded certificates signed by the Director.

275. *Veterinary Compounders' Course.*—(1) A Veterinary Compounders Course of a duration of six months will be conducted by the Veterinary Assistant Surgeons at veterinary institutions. Selection of candidates for training will be made by the District Veterinary Officer by personal interview as and when candidates are required for appointment as compounders in veterinary institutions. The approval of the Director for the selected candidate should be obtained. The Course will commence from the time a selected candidate joins the course. A candidate admitted to the course must have passed the IV Form in a recognized school and should not be below 16 years of age or above 22 years at the time of admission to the course. He should give evidence of his age, good moral character and physical fitness. No fee will be charged for the period of training and no stipend will be given.

(2) Students will be taught the following :—

(i) the tables of weights and measurements in use in veterinary institutions ;

IV year class alone are paid actual railway and bus fare for the journeys to other places which they are required to visit in connection with the farm training.

(G.O. No. 1324, Agriculture, 21st April 1954 ; D. Dis. No. 684-II/54.)

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(2) *Admissions.*—Candidates seeking admission to the course should have been declared eligible for admission to the University Course of study in Madras, Annamalai and Andhra Universities and should have completed the age of 17 years on the 15th day of July.

(3) Candidates seeking admission to the Course should apply in the prescribed application form obtainable from Principal on payment either by money order or at the College counter of a sum of eight annas per set of application form and its enclosures and a copy of the prospectus of the course. The application form should be filled in in the Candidate's own handwriting and sent with its enclosures so as to reach the Principal on or before the last date specified in the advertisement.

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(1) Animal Genetics.
(2) Animal Nutrition.
(3) Pathology.
(4) Bacteriology.
(5) Physiology.
(6) Parasitology.
(7) Flaying.

(2) In the ninth week, an examination is held. Afterwards the candidates are required to go to the Institute of Veterinary Preventive Medicine, Ranipet, where they will spend a week, acquainting themselves with the working of the various sections of the Institute. From there they move to the Livestock Research Station, Hosur, where they will spend the remaining two weeks working in different sections. They will also be taken to key village centres to study the following :—

(i) The key village centre and observation of its actual working.

(ii) Sterility and disease control in the key village area.

(iii) Breeding practices.

(iv) Organization of key village scheme.

(G.O. No. 3080, Development, 7th August 1950 ; D.Dis. No. 261-II/50.)

(3) Outside candidates are also admitted to this course to a maximum of three per batch on payment of a tuition fee of Rs. 75 each per course.

(G.O. No. 4490, Development, 11th October 1951; D.Dis. No. 4667-II/51.)

274. *Flaying School.*—(1) This course is also run at the Veterinary College, Madras, for the training of professional flayers and also Veterinary Assistant Surgeons who in turn train flayers in the mufassal. The course is intended to impart training in the art of scientific flaying and thereby produce quality hides and skins for the industry and the country's export trade.

(2) As many as 12 Veterinary Assistant Surgeons and 60 professional flayers (both butchers and new recruits) in Madras and 40 men (both butchers and new recruits) in the mufassal have to be trained annually enlisting the co-operation of municipal institutions and local abbatoirs.

(3) Except the Veterinary Assistant Surgeons, the candidates seeking admission to the course should have completed the age of 18 years at the time of admission and should know to read and write one of the regional languages.

(4) Applications are supplied on request free of cost and should be submitted to the Principal, Veterinary College, Madras, duly completed with their own handwriting.

(5) A stipend of Rs. 10 per mensem each will be paid to professional butchers; and a stipend of Rs. 25 per mensem each to the new recruits for the duration of the Course.

(6) An examination is held at the end of the Course and the successful candidates are awarded certificates signed by the Director.

275. *Veterinary Compounders' Course.*—(1) A Veterinary Compounders Course of a duration of six months will be conducted by the Veterinary Assistant Surgeons at veterinary institutions. Selection of candidates for training will be made by the District Veterinary Officer by personal interview as and when candidates are required for appointment as compounders in veterinary institutions. The approval of the Director for the selected candidate should be obtained. The Course will commence from the time a selected candidate joins the course. A candidate admitted to the course must have passed the IV Form in a recognized school and should not be below 16 years of age or above 22 years at the time of admission to the course. He should give evidence of his age, good moral character and physical fitness. No fee will be charged for the period of training and no stipend will be given.

(2) Students will be taught the following :—

(i) the tables of weights and measurements in use in veterinary institutions;

(ii) to read a prescription and dispense medicines in the forms in common use, e.g. balls, drenches, powders, electuaries, etc.,

(iii) the names, actions, uses and doses of common drugs ;

(iv) to write a simple prescription for the common ailments of animals ;

(v) to recognize the common drugs by their appearance, smell or taste ;

(vi) the names of the common instruments and appliances in use in veterinary institutions ; and

(vii) handling of animals, including means of restraint, taking of temperature, drenching, dressing simple wounds, etc.

(3) At the end of six months the candidates will be examined by the District Veterinary Officer concerned in the subjects prescribed and if successful he will be furnished with a certificate by the Director to the effect that he has passed the test for Veterinary Compounders.

(G.O. No. 2458, Development, 13th May 1948 ; R.Dis. No. 7592-II/47.)

276. *Training of S.P.C.A. Inspectors in Veterinary Institutions.*—The Societies for the Prevention of Cruelty to Animals may send their Agents to Veterinary Hospitals for training in the diagnosis of those cases which are unfit to be worked. Such candidates should be given the necessary training free of cost, but no officer of this department should give the individual concerned a certificate of any kind. If necessary, the Principal, Veterinary College, Madras, or a District Veterinary Officer, can after inspection, inform the Society concerned that the individual has been satisfactorily trained in the work.

277. *Training in artificial insemination.*—Outsiders who are trained in Artificial Insemination work by the Special Officer for Artificial Insemination, Madras, should pay a fee of Rs. 25 per mensem or fraction of a month.

(G.O. No. 1285, Agriculture, 19th April 1954 ; D.Dis. No. 998-II/54).

278. *Poultry husbandry.*—The Director is empowered to sanction the training of private candidates in poultry and livestock work in the Livestock Research Station, Hosur, the Poultry Research Station, Teynampet and in the other farms on payment of tuition fees. The sanction of Government in regard to rate of tuition fees to be levied in such cases should however be obtained.

(G.O. No. 330, Development, 24th January 1950 ; D.Dis. No. 303-III/49.)

CHAPTER IX—OFFICE SYSTEM.

279. *General organization of office.*—In offices where more than one clerk are employed, a clear distribution list showing the subjects dealt with by each clerk should be drawn up. A section letter or number should be assigned to the group of subjects dealt with, so that the clerk dealing with a particular group of subjects should write the section number or letter immediately after the current number in all references connected with the subject.

280. *Tappals.*—(1) It is desirable that whenever possible the tappal should be opened by the head of the office. When the head of the office is on tour, he may delegate this duty to his gazetted assistant or the ministerial head of the office. When the tappal is not opened in the presence of the head of the office, he should make necessary arrangements to see all the more important correspondence, particularly from the higher officers, at the earliest possible moment. The date-stamp should be affixed on each current received in such a way as not to interfere with the writings or outside reference number and date of the paper received. This work should not be entrusted to illiterate peons.

(2) To ensure a good impression, press the stamp firmly and evenly on the paper, and under no circumstances beat or hit hard on the paper. Otherwise the stamp will give a blurred appearance and cause damage to the rubber stamp. After a day's use, the stamp should be gently wiped with a damp soft rag. The stamps should not be left face downwards, in contact with the pad, but should be turned on end and put into a box when not in use.

(3) *Tappal numbering book.*—The tappals received should be sorted separately each for correspondence, bills and periodicals. All letters and other correspondence should be serially numbered beginning with No. 1 on 1st January and end on 31st December each year and the same numbers entered in a note book called the "Tappal Numbering Book". The initials of the concerned clerk will be obtained in the note book against the number relating to his seat.

281. *Registering of currents.*—(1) Each clerk will maintain a personal register and register the papers serially with the same numbers already given according to the tappal numbering book. He will also enter all the other particulars regarding the currents received in the respective columns of the personal register. Current numbers in the Personal Register which relate to "old cases" (i.e., cases which are already pending) should be closed by noting the old case number in the last column of the Register. If a new case originates in the office, it should first be given a serial number in the "Tappal numbering book" and the word "arising" should be written against that number in the Personal

Register. In offices where there is only one clerk, it should be left to the discretion of the clerk to maintain one or more personal registers according to convenience.

(2) The personal registers should be periodically inspected by the ministerial head of the office or the officer himself in order to see that they are properly maintained and also to check any tendency to delay in the disposal of papers. Incoming reminders especially those received from the higher authorities should be watched and the cause of the delays that have evoked them looked into.

(No. 389, III /51.)

282. *Call book.*—(1) All officers should keep a small personal "call note book" in which they should from time to time note important matters calling for further notice so that if anything gets delayed in the office, the officers concerned can take prompt action.

(R.Dis. No. 2085-II/54.)

(2) The Government or the Director sometimes call for a report to be submitted after a certain period, i.e., after six months or a year on the working of certain Acts, Scheme or the adequacy of some staff or the need for continuing them. As it is not necessary to keep such files pending for such a long time without any action, they can be closed as soon as everything that can immediately be done has been done and then entered in the call book, so that they may not be lost sight of. There should be only one call book for the whole office and this should be maintained in Form No. VIII of Appendix B in the District Office Manual.

283. *Current registers.*—In Non-Gazetted offices, e.g., a Veterinary Hospital, a current register should be maintained according to the following instructions :—

Every paper received should be entered in the current register the entries being numbered consecutively beginning with No. 1 on 1st January each year. The number should be given in column 1 of the Register in respect of the current received and the same number noted on the top of the paper received. The other columns of the current register should be duly filled in by a reference to the paper in question. References made in connection with a current and replies to these references should not be entered in the register as new items, but should be given the same current number to which they relate. The intermediate references and reminders received and issued on the current should be noted in the respective columns. Ample space should be left after each entry for the insertion of sub-entries in the case of papers requiring intermediate references. Papers arising in an office that is those which do not immediately result from any papers received should also be entered in the current register.

284. *Periodicals.*—(1) No periodicals should be entered in the Personal Register (except in the circumstances explained below) or be indexed as such. Every periodical due to or by the office is assigned a number in

the list of periodicals. This number is a permanent one—that is, it does not vary from year to year. Where an out-going periodical is compiled from, or is identical with an incoming periodical, the same number will be assigned to both the out-going and incoming periodicals. Ordinarily an incoming or out-going periodical will merely be entered in the Periodical Register in C.F. No. 445 the only entries required being the number of the periodical and the dates of receipt or despatch or both. If any correspondence should arise in connexion with a periodical, a separate current will be opened in connexion with it in the appropriate Personal Register, and the number of the return will be entered in the "Purport" column in that register, while the Current Number will be entered in the Periodical Register in the remarks column Reminders relating to periodicals will also be entered in the latter column.

(2) Each subject clerk should maintain a periodical register for returns due to and from him. The clerk, in filling up the heading of this register at the beginning of the year, should leave sufficient space to allow of the complete entries for the year being inserted under one heading. This is particularly necessary in the case of returns which are received from a large number of subordinates and at comparatively short intervals e.g., monthly or fortnightly. In such cases a number of pages may be required.

(3) Periodicals will in no case be given a R., D., or L. Disposal. They will simply be filed that is, they will be arranged in an annual bundle in which their order will be determined by the periodical number referred to in the last paragraph. They need not obviously be indexed, as this arrangement is, "self-indexing",—that is to say one knows where to find a given periodical of any year without referring to any register, unless it be to refresh one's memory as to the number of the periodical required.

(4) A list of periodical returns due from the Departmental Officers is given in Appendix E. Each return should be submitted so as to reach the destination on the due date. If an officer has no particulars to furnish in respect of any prescribed return a "Nil" report should be sent.

285. *Method of writing letters.*—(1) In all communications a quarter margin should be left on the inner side of each page that is the left edge of the first page, the right edge of the second page and so on alternatively. The writing should be legible. The matter should not be too crowded. Paragraphs should be numbered. All orders, references, letters or enclosures should be written or typed on both sides of the paper and care should be taken to ensure that each sheet of paper is utilized to the fullest extent possible.

(G.O. No. 3685-I, Finance, 6th August 1916.)

(2) The name as well as the official designation of the officer writing a letter should always be given.

(3) Carbon papers should not generally be used for writing letters. There is, however, no harm in using a carbon paper for taking a duplicate

copy if the letter is unimportant such as, for instance, one advising the despatch of specimens for microscopical examination. Letters which are intended for superiors and officers of other departments should always be written in ink.

(4) Replies to more than one reference should not be sent in the same letter and separate letters should be written on different subjects. The number and date of the memorandum to which a reply relates should always be quoted. When copies of communications addressed to others or a private party are sent to the Controlling Officer or the Head Office the number and date of the reference from the Controlling Officer or the Head Office, if any, with reference to which the copy is communicated should invariably be quoted to enable the superior officer to trace readily the relevant file at his office.

(D. Dis. No. 6621-III/48.)

(5) At the beginning of every letter, proceedings or memorandum the "title" must be written placing the important word first in the title. This important word should be consistent with the subject matter of the correspondence as will naturally occur to any one who wants the papers. Replies to any communication which bears an index title should also show the same index title in order to facilitate the distribution and tracing of the pending file relating to the correspondence. In the case of inter-departmental correspondence, only the sanctioned index heads should be used, and the head used by the officer initiating the correspondence should be adopted by other officers as far as possible. A list of standard heads will be found in Appendix D.

(6) The language used in official correspondence should be temperate and decorous and, where the non-official public is concerned, special care should be taken to make it dignified and courteous. The practice of ending of all official correspondence with the words "I have the honour to be, sir, your most obedient servant" should be given up and all letters whether addressed to officials or members of the public should end with the words "Yours faithfully".

(G.O. No. 1520, Public, 24th June 1948; D.Dis. No. 5673-III/48.)

(7) An officer should use the first person when replying to queries by any of his superiors.

(8) Official documents should be signed in a uniform and legible manner and public officers should adopt an intelligible signature. In all departmental records dates under the signature or initials should always show the year as well as the day and the month.

(G.O. No. 2552, Public, 7th September 1943; D.Dis. No. 3892-II/43.)

(9) Tabular statements and returns should be forwarded with the signature of the sending officer and without covering letters.

(10) All urgent communications should be marked "urgent" in red ink on the cover as well as on the letter whether the communications are original reports or are replies to or reminders on urgent references.

(11) When papers, received from the Collector of the District by the other District Officers, are returned by them in original to the Collector, the term "Resubmitted" should be used on such occasions while corresponding with the Collector, who is the acknowledged head of the district, and the expression "Returned" should be avoided. When other gazetted officers in the district having divisional or sub-divisional status address the Collector, and when non-gazetted officers address a gazetted officer, the expressions "Submitted" and "Resubmitted" must be used.

(G.O. No. 2011, Public, 22nd October 1954 ; No. 6907-II/54.)

286. Veterinary Assistant Surgeons may address the Tahsildars and other Revenue Officers of a lower rank direct on questions relating to the prevalence of diseases, conduct of village officers and for obtaining the necessary assistance from Revenue Officers. On more important matters, the letter should be sent through the Controlling Officer.

287. (1) When an order passed by the Director or Government has to be communicated to persons not in the service of Government only the purport of the order or so much of the text as may bear on the petitioners' representations should be communicated to them. The full copy of the order should never be communicated nor the number and date of the order or proceedings mentioned.

(2) Any information required by the Government of India or other State Governments should be furnished by the officers of the department only through the Director. As a general rule, Collectors and other gazetted officers should be addressed by the subordinate staff only through the Controlling Officer. An officer subordinate to the Head of the department should not correspond directly with Government but only through the Head of the department.

(3) Whenever local subordinates are asked by a Minister to enquire into any matter or make reports, the reports should be sent through the Head of the department who will send it through theconcerned department of the Secretariat.

(G.O. No. 3064, Public, 7th December 1949 ; D.Dis. No. 8993-II/48.)

(4) The Officers of this department shown in column (1) below are permitted to correspond directly on routine and non-controversial matters on the subjects mentioned in column (2) with the State officials mentioned in column (3) :—

(1)	(2)	(3)
Director	Import and export of animals.	Director of Veterinary Services in all adjoining States.
Principal, Madras Veterinary College.	Admission of students in the Madras Veterinary College.	All States in India.

copy if the letter is unimportant such as, for instance, one advising the despatch of specimens for microscopical examination. Letters which are intended for superiors and officers of other departments should always be written in ink.

(4) Replies to more than one reference should not be sent in the same letter and separate letters should be written on different subjects. The number and date of the memorandum to which a reply relates should always be quoted. When copies of communications addressed to others or a private party are sent to the Controlling Officer or the Head Office the number and date of the reference from the Controlling Officer or the Head Office, if any, with reference to which the copy is communicated should invariably be quoted to enable the superior officer to trace readily the relevant file at his office.

(D. Dis. No. 6621-III/48.)

(5) At the beginning of every letter, proceedings or memorandum the "title" must be written placing the important word first in the title. This important word should be consistent with the subject matter of the correspondence as will naturally occur to any one who wants the papers. Replies to any communication which bears an index title should also show the same index title in order to facilitate the distribution and tracing of the pending file relating to the correspondence. In the case of inter-departmental correspondence, only the sanctioned index heads should be used, and the head used by the officer initiating the correspondence should be adopted by other officers as far as possible. A list of standard heads will be found in Appendix D.

(6) The language used in official correspondence should be temperate and decorous and, where the non-official public is concerned, special care should be taken to make it dignified and courteous. The practice of ending of all official correspondence with the words "I have the honour to be, sir, your most obedient servant" should be given up and all letters whether addressed to officials or members of the public should end with the words "Yours faithfully".

(G.O. No. 1520, Public, 24th June 1948; D.Dis. No. 5673-III/48.)

(7) An officer should use the first person when replying to queries by any of his superiors.

(8) Official documents should be signed in a uniform and legible manner and public officers should adopt an intelligible signature. In all departmental records dates under the signature or initials should always show the year as well as the day and the month.

(G.O. No. 2552, Public, 7th September 1943; D.Dis. No. 3892-II/43.)

(9) Tabular statements and returns should be forwarded with the signature of the sending officer and without covering letters.

(10) All urgent communications should be marked "urgent" in red ink on the cover as well as on the letter whether the communications are original reports or are replies to or reminders on urgent references.

If he has vacated his appointment and they are delivered to his successor or *locum tenens* they should be forwarded to him direct, if his address is known and if not, returned to the sender.

(G.O. No. 53, Public, 17th January 1911.)

(3) Replies to every D.O. letter should be sent within three days of the receipt of the letter and any delay should be explained along with the reply.

291. *Confidential papers.*—Confidential papers must be placed in double envelopes, the inner one alone marked "confidential" and subscribed with the addressee's name and the outer one bearing the official designation and the address of the officer for whom it is intended.

292. *Form of address.*—(1) In all official correspondence and Government records only the following honorifics will be prefixed to the names of the Indian Nationals, men and women, irrespective of the race or religion of the person concerned :—

For men including boys—"Sri" Thiru

For women (except Muslim, European and Anglo-Indians) if married or widow—"Srimathi" Thirumathy

G.O. Ms. No. 3130 - Agriculture dept dated 14.11.67

Amendment

For the existing note 4 to paragraph 292 of AHD manual, the following shall be substituted.

(4) The veterinary Assistant Surgeons may be addressed in all official correspondence as "Doctor." There is no necessary for a veterinary Assistant Surgeon to suffix his degree or diploma, as the case may be, after his name.

H.O. Endt. R. Dis. No. 122492-C2/67 dt 24.11.67

Salem DDs Endt. D. Dis. No. 5538.B/67 dt 13.12.67.

sent by Government officers regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and should not be forwarded at public expense. Officers who are on leave are prohibited from possessing or using service postage labels and covers.

(G.O. No. 449, Public, 13th April 1914.)

(1)	(2)	(3)
District Veterinary Officers concerned.	Concerned action regarding control of contagious diseases of animals.	All adjoining States.
Veterinary Disease Investigation Officers.	Disease Investigation in respect of Indian Council of Agricultural Research Schemes.	Do.
Director	Reports on outbreaks of contagious diseases of animals.	Do.

288. *Petitions and memorials.*—Petitions and memorials to Government should invariably be submitted only through the proper channel. There is, however, no objection to send advance copies of representations to a higher authority to whom the petition and memorial is addressed.

(D. Dis. No. 3242-III/50.)

289. *Enclosures.*—(1) Enclosures to a letter should be minimised.

Average ..								

If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.

(2) Demi-official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted.

If he has vacated his appointment and they are delivered to his successor or *locum tenens* they should be forwarded to him direct, if his address is known and if not, returned to the sender.

(G.O. No. 53, Public, 17th January 1911.)

(3) Replies to every D.O. letter should be sent within three days of the receipt of the letter and any delay should be explained along with the reply.

291. *Confidential papers.*—Confidential papers must be placed in double envelopes, the inner one alone marked "confidential" and subscribed with the addressee's name and the outer one bearing the official designation and the address of the officer for whom it is intended.

292. *Form of address.*—(1) In all official correspondence and Government records only the following honorifics will be prefixed to the names of the Indian Nationals, men and women, irrespective of the race or religion of the person concerned :—

For men including boys—"Sri"

For women (except Muslim, European and Anglo-Indians) if married or widow—"Srimathi"

If unmarried—"Kumari"

NOTE.—(1) While addressing two or more persons the honorific "Sri" should be prefixed to each name.

(D. Dis. No. 154-III/53.)

(2) Firms and companies should be addressed simply by their name without the use of honorifics before the names.

(G.O. No. 526, Public, 14th April 1954 ; D. Dis. No. 1880-III/54.)

(3) Medical practitioners of the scientific system of medicine (except those who hold military rank) whether in service of Government or otherwise shall be addressed by the courtesy title of "Dr." before their names and with their degree, licences and service (in the case of Government servants) added at the end.

(G.O. No. 1758, Public, 29th June 1943 ; D.Dis. No. 2865-II/43.)

(4) Veterinary Assistant Surgeons may style themselves as "Doctors" and they should affix their qualifications to their names and indicate that they hold the Veterinary Diploma or Degree.

(G.O. No. 4125, Development, 6th August 1949 ; D.Dis. No. 831-II/48.)

293. *Correspondence on personal matters.*—(1) All communications, sent by Government officers regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters are private and should not be forwarded at public expense. Officers who are on leave are prohibited from possessing or using service postage labels and covers.

(G.O. No. 449, Public, 13th April 1914.)

(2) Government stationery and service stamps should never be used for correspondence entered into on personal matters with the Accountant-General, Income Tax Offices, etc.

[G.O. No. 1107, Public (Services), 25th April 1954 ; D.Dis. No. 2718-II/53.]

294. *Valuable documents.*—Deeds and documents executed in favour of the Government by Government servants and others should not be treated as ordinary correspondence but should be carefully indexed and preserved in a safe.

(D. Dis. No. 6524-III/53.)

295. (1) *Disposals.*—When the final reply is sent in a file or when no further action is needed, the case will be closed. Disposals are of the following classes :—R., D., L., N., and F.

R—" Retain " Disposals are those that are to be retained permanently.

D—" Destroy " Disposals are those that are to be destroyed after ten years.

L—" Lodge " Disposals are those that are to be destroyed after two years.

N—Disposals are those that are to be sent out in original (for example when the disposal takes the form of an endorsement on a communication received from outside, which communication is returned, or forwarded, bearing such endorsement).

F—Disposals are those that are filed.

" X " is marked on a minor disposal which is not to be registered. This may be prefixed to an " N " Disposal—" X " N. Disposal " or to an L. Disposal—" X.L. Disposal ".

All R. and D. disposals are indexed, and therefore necessarily registered. Government orders, etc., which are not recorded are marked ' F ' but are indexed in the same way as recorded disposals. No new number is given to a paper on disposal, but the letter " R ", " D "," L ", " N ", or " F " is prefixed to its " Current " number. The same letter is entered in the disposal column of the Personal Register, with the date of disposal and on the index-slip if the disposal is indexed.

(2) *Disposal jackets.*—R. and D. disposals are put into brown-paper " Disposal Jackets". On the outside of these are boldly marked the name of the department and office, the number of the current, preceded by the letter R. or D., the date of disposal and the number of pages in the file. The docket abstract should be written in the space provided at the bottom and the same repeated in the loose leaf index register. On the inside of the jacket the " Back " numbers (that is, the numbers of previous files bearing on the same subject or closely connected subjects, which are likely to be required for reference, should the disposal itself ever be referred to in the future) should be carefully marked, and similarly the number of the disposal should be marked as a " Forward Number " on the inside of the jackets of all the " Back Number " files. This

"chaining" is most important. In the case of file papers the entries will be made on th papers themselves as they have no jackets. "L" Disposals also have no jackets but in their case no chaining is necessary. In the case of "N" disposals either the gist, or if the precise wording is important, a copy of the "N" disposal must be entered in the disposal column of the personal register.

296. *Index register.*—(1) Indexing should be done on loose sheets of the prescribed form. Only index heads from the list sanctioned by the Head Office from time to time should be used—vide Appendix D. Sheets should not be opened for any head until correspondence is to be recorded under that head. The sheets relating to each calendar year should be arranged in alphabetical order and bound together at the end of the year.

(2) The recorded disposals should be reviewed by a responsible officer or clerk at the end of ten years' preservation, and those "D" Disposals that are required for permanent retention should be converted into R. Dis. All the R. Disposals should be entered serially in a separate Index Register strongly bound in a thick cover.

297. *Files to be maintained by the executive staff.*—(1) The executive subordinate staff will file all important circulars, etc., and lodge unimportant correspondence according to the following instructions:—

Every officer should maintain five files as detailed below:—

(*a*) "The Circular file" is intended for circulars and other communications from the superior officers such as orders of Government which do not require answering.

(*b*) "The Returns file" is for the office copies of all returns such as diaries, pay, contingent, and travelling allowance bills. These need not be given a number in the current register.

(*c*) "The professional file" is for circulars relating to professional matters only.

(*d*) "The Livestock file" for filing papers relating to Animal Husbandry matters such as breeding, feeding, general management, etc.

(D.Dis. No. 3019-II/46.)

(*e*) "The General file" is for important correspondence, other than that filed in the other files, which must be preserved for a number of years. Office copies of Annual Reports will be pasted in this file.

(2) Papers should be pasted in the file books in chronological order and not upwards from the end of the file book. When full, a file book will be marked clearly with the period over which it extends and kept with other records. File books will be supplied by the controlling Officer on requisition.

(3) All papers that are lodged should be arranged and kept separate from other records. They should be kept in convenient bundles arranged

according to the current numbers with the C. No. and the year being clearly marked on them. These should be destroyed after two years.

298. *Registers.*—The following is the list of registers and records to be maintained by different departmental offices and the sections belonging to a unit. Some of the common registers may not be necessary in some offices depending on the nature of the work turned out and some others which may have been already introduced should continue to be main tained. Heads of offices should on no account introduce new registers which have not been prescribed by the Director. The period of retention for the registers is given against each except in the case of records connected with accounts—See paragraph 300 also.

(1) *Common to all heads of offices.*

1	Acquittance Roll (or office copies of bills)	
2	Attendance Register (Muster Roll)	2 years.
3	Bills Receipts Register	2 do.
4	Books and Periodicals Register	Permanent.
5	Call Book	2 years.
6	Cash Book (Receipts Register)	
7	Cash Receipts	
8	Casual Leave Register	2 years.
9	Contingent Register	
10	Contingent Bills and Vouchers	
11	Control of Expenditure Register	
12	Dead-stock Register (or Non-Expendible Articles Register or Stores and Furniture Register, etc.)	Permanent.
13	Expendible Articles Register (or Fodder, Stores, Drugs, etc.)	3 years.
14	Fair Copy Register	5 do.
15	Index Register of disposals recorded	Permanent.
16	Insurance Premia Register	5 years.
17	Local Tappal Book	3 do.
18	Monthly Statement of Receipts and Charges	
19	Office Order Book (or Instructions book)	Permanent.
20	*Fort St. George Gazette*	10 years.
21	Periodical Returns Register	10 do.
22	Personal Register (current register)	20 do.
23	Probationers Register	3 do.
24	Punishment Register	Permanent.
25	Section Register (for increments, transfers and leave)	5 years.
26	Securities Register (provided all the valuables entered therein have been duly accounted for.)	10 do.
27	Service Books Register	5 years.
28	Stamp Account Register	3 do.
29	Stationery and Printed Forms Register	3 do.
30	Tour Advance Register	

(2) *Veterinary College.*

1	Ambulance van book	10 years.
2	Anthrax-free certificates issue register	5 do.

(2) *Veterinary College—cont.*

3	Bonemeal register	3 years.
4	Breeding bulls register	3 do.
5	Cheques received register	....
6	Feed Registers	3 do.
7	Hospital Admission Register	3 do.
8	Livestock Registers	5 do.
9	Manure Register	3 do.
10	Milk Yield Register	5 do.
11	Operations Register	5 do.
12	Post-mortem examinations register	5 do.
13	Register of recoveries made for surgical stores lost or broken	3 do.
14	Register of recoveries of room rents from students	5 do.
15	Shoeing register	3 do.
16	Specimen register	5 do.
17	Specimen Examination fees register	5 do.
18	Tuition Fees Register	7 do.
19	Visitor's Book	Permanent.
20	X-Ray Register	5 years.

(3) *Institute of Veterinary Preventive Medicine.*

1	Bleeding and brew register	5 years.
2	Livestock Register	5 do.
3	Microscopical Work Register	5 do.
4	Sera and Vaccines stock and issue register	5 do.
5	Sera and Vaccine daily despatch register	3 do.

(4) *Veterinary Disease Investigation Offices.*

1	Biological Products Register	5 years.
2	Diary Register	3 do.
3	Specimen Register	5 do.

(5) *District Veterinary Office.*

1	Breeding Bulls Registers	3 years.
2	Cattle Mortality Register	5 do.
3	Diary Register	3 do.
4	Infectious Diseases Register	5 do.
5	Meat Inspection Register	3 do.
6	Microscopical Work Register	3 do.
7	Outbreaks Report Register	5 do.
8	Cattle-disease outbreak reports	3 do.
9	History sheet of smears, etc.	2 do.
10	Hospital returns	3 do.
11	Tour programme	2 do.
12	Diaries	3 do.
13	Meat inspection returns	2 do.
14	Inspection reports	2 do.

(6) *Veterinary Assistant Surgeons in charge of Veterinary Institutions.*

1	Acquittance Roll	8 years.
2	Attendance Register	8 do.
3	Bone-meal Register	2 do.

(6) *Veterinary Assistant Surgeons in charge of Veterinary Institutions*—cont.

4	Breeding Bull Files	10 years.
5	Circular file	Permanent.
6	Cash book	....
7	Cash Receipt Book	....
8	Contingent Register	....
9	Current Register	5 years.
10	Despatch Register	3 do.
11	Expendible Articles Register	3 do.
12	Feed Register (Cattle feed)	3 do.
13	General file	10 do.
14	Livestock file	Permanent.
15	Meat Inspection Register	3 years.
16	Non-Expendible Articles Register	5 do.
17	Patients' ticket book	3 do.
18	Patients' Admission Register	3 do.
19	Post-mortem Register	3 do.
20	Professional Note Book	Permanent.
21	Professional file	Do.
22	Returns file	3 years.
23	Specimen Register	4 do.
24	Visitors Book	Permanent.

(7) *Touring Veterinary Assistant Surgeons.*

1	Acquittance roll	....
2	Biological Products Register	3 years.
3	Comparative Statements	10 do.
4	Current register	5 do.
5	Despatch Register	2 do.
6	Non-Expendible Articles Register	5 do.
7	Note Book of medicine indents on Veterinary Institutions	3 do.
8	Outbreaks Report Register	5 do.
9	Tour Case register	5 do.

(8) *Farms.*

(i) General.

1	Bill books for cash and credit sales	....
2	Cash chest contents register	5 years.
3	Cash book	....
4	Cheques received register	....
5	Daily Memorandum Sheet	3 years.
6	Ledger	5 do.
7	Muster Roll	2 do.
8	Railway Receipt Account Book	2 do.
9	Refunds Register	....
10	Temporary Advance Register	....
11	Visitors Book	Permanent.
12	Works Register	3 years.

(ii) Cattle and buffaloes.

13	Adult stock register	10 years.
14	Animals valuation register	20 do.

(8) *Farms*—cont.

(ii) Cattle and buffaloes—*cont.*

15	Calves weighment register	10 years.
16	Cattle Sales Register	5 do.
17	Daily Service Register	5 do.
18	Herd Register	Permanent.
19	History Sheet	10 years.
20	Monthly changes in livestock	3 do.
21	Service record of bulls	10 do.
22	Shoeing register	2 do.
23	Trial service register	5 do.
24	Veterinary sheet	10 do.
25	Work cattle register	10 do.
26	Young stock register	10 do.

(iii) Dairy.

27	Cattle yard milk record sheet	10 years.
28	Cows nearing parteurition register	2 do.
29	Customers register	3 do.
30	Daily Milk Yield memo.	2 do.
31	Dairy day book	5 do.
32	Dairy produce outturn and disposal register	5 do.
33	Lactation statements	10 do.
34	Register of experiments	5 do.
35	Register of fat in milk of individual cows	5 do.
36	Register of milk fed to calves	2 do.

(iv) Poultry.

37	Daily egg account register	3 years.
38	Eggs outturn and disposal register	3 do.
39	Incubator charts	2 do.
40	Monthly statement of poultry	3 do.
41	Pedigree register	5 do.
42	Pullet and cockerel register	3 do.
43	Trapnest record	5 do.

(v) Sheep.

44	Mating register of different flocks	5 years.
45	Monthly changes in flock	3 do.
46	Pedigree register of rams and ewes	10 do.
47	Weighment of animals register	5 do.
48	Wool yield register	5 do.
49	Young Stock register of different flocks	10 do.

(vi) Pasture and garden.

50	Cultivation sheet	5 years.
51	Field register	Permanent.
52	Fodder issue register	3 years.
53	Grazing register	5 do.
54	Haystack register	5 do.
55	Rainfall register	Permanent.
56	Silage register	5 years.
57	Trees register	Permanent.

(8) *Farms*—cont.

(vi) Pasture and garden—*cont.*

58 Vegetable sales book	2 years.
59 Vegetable stock book	3 do.

(vii) Stores.

60 Cattle food account	10 years.
61 Fuel and log book	5 do.
62 Machinery and spare parts register	Permanent.
63 Miscellaneous stores register	Do.
64 Register of furniture	Do.
65 Stock book of lime and manure	5 years.
66 Stock book of seeds and grains	5 do.
67 Tools and Plants register	Permanent.
68 Unserviceable Articles register	5 years.

(viii) Engines and motor lorries.

69 Job register	5 years.
70 Log book	10 do.
71 Works register	5 do.

299. *Records.*—In every office there should be a record room. A clerk should be in charge of records. The Record Issue Register should be maintained by him. Instructions for the maintenance of record bundles, etc., will be found in paragraphs 82, 83, 104 and 105 of the District Office Manual.

300. *Destruction of records.*—(1) Rules regarding the destruction of records connected with accounts such as bills, budget estimates, annual establishment returns, etc., are contained in Article 326 of the Madras Financial Code. Government have ordered that records relating to remittances and cheques and other account records should not be destroyed in future without obtaining the specific concurrence of the Accountant-General, Madras, pending a decision as to the earliest period up to which the accounts could safely be destroyed. Records relating to other correspondence, periodical returns, etc., should be destroyed according to the nature of final disposal in each case, i.e., lodged or recorded as the case may be.

(D. Dis. No. 2603-I/54.)

(2) Gazettes, books and periodicals intended for destruction may be sold intact or used, if necessary, for packing purposes. Other records should be torn to pieces and disposed of according to instructions issued from time to time.

301. *Despatch of letters.*—Before a fair copy is put into a cover for despatch, it should be verified whether all the enclosures if any have been attached. The address on the article to be despatched should be legibly written and should be complete. The word "Despatched" with date of despatch should be written or stamped on each office copy. The despatches of each day to the same officer should be sent in one cover as far as possible. Parcels tendered for transmission by post

should be properly and securely packed to avoid damage in transit or loss of contents. The rules regarding official postal articles published in the "Indian Postal Guide" should be observed.

302. *Economy labels.*—(1) In order to effect economy in the use of envelopes used for the transmission of official correspondence, the system of "economy label" has been introduced in all offices for all correspondence which is not sent by Registered or Insured post. Under this system the envelope is not closed by pasting the flap but by pasting a small label bearing the address over the flap, so as to run with the length of the envelope and not transversely. The envelope is then opened by cutting the label instead of tearing or cutting the flap. Envelopes so treated can be utilized several times in the same manner. For correspondence sent by registered or insured post the flap of the envelope itself may be pasted without the use of an economy label.

(2) In employing this system care should be taken that the texture of the envelope used is sufficiently strong to stand the weight of the contents during its passage through the post.

(3) Postage labels should wherever practicable, be affixed to the economy label and not the envelope itself. When they are too numerous for the label, they should be affixed to the side of the envelope on which the label is pasted and close to it.

303. *Local delivery.*—Letters, etc., intended for officers and others at the same station will, as far as possible, be delivered by the office peons or mazdoors and not sent by post. They will be entered in the "Local Delivery Book" in which the signature of the person to whom they are delivered will be taken in the column intended for the purpose. The Local Delivery Book should be examined by the despatcher daily to see that the letters, etc., entered in it have been delivered and acknowledged.

304. *Despatch by post.*—(1) Service postage labels should be used for the prepayment of all official covers. Service labels should never be used in payment of the postage of any letter which is not *bona fide* and exclusively on Indian Government Service. All letters sent by Government officers in their official capacity, in reply to communication of any kind received from private individuals and associations shall, however, be despatched "Service paid."

(2) Every cover prepaid by service labels must be superscribed "On Indian Government Service Only" (On I.G.S.) under the *full signature and official designation* of the officer by whom it is sent. If the above conditions be not observed, covers (even though stamped with service labels) will be treated by the Post Office as ordinary unpaid covers.

(D. Dis. No. 5516-II/44 and D. Dis. No. 7577-II/47.)

(3) Officers should take care to affix the correct amount of stamps on the covers and packets despatched by them. The office to which

they are addressed as well as the post office are put to extra work if the covers are not correctly stamped and there may also be delay in the delivery of such articles.

(4) Postage due on letters and packets sent **short prepaid** by the staff to superior officers may not be recovered from the offenders, but met from contingencies of the office receiving the article.

(D. Dis. No. 3142-I/40.)

(5) Officers should pay any postage which may be due on covers or articles addressed to them under "Service" or "Service Bearing" having the signature of the sender, and receive such articles. If the charge of postage results from any irregularity or omission on the part of the sender, it should be represented to the proper authority. The amount paid may be recovered in the next contingent bill supported by the original covers as vouchers.

(6) Service postage stamps cannot be used for the pre-payment of postage on official correspondence addressed to foreign countries other than the United Kingdom and British possessions. Such correspondence must bear ordinary postage stamps.

(No. 8542-I/48.)

305. *Telegrams.*—(1) General rules regarding the sending of State telegrams together with a list of the abbreviated addresses to be adopted will be found in the Indian Telegraph Guide. Strict economy should be observed in regard to telegraphic communications. A telegram should not be sent where the object could be attained, without inconvenient delay, by express letter through the post. Unnecessary telegrams should be avoided. For instance if a telegram containing a requisition for serum is received in the Institute of Veterinary Preventive Medicine on a Saturday evening after 2 p.m. no action can be taken on it till the following Monday. In such cases a letter will do, provided it will reach the Institute on the following Monday morning.

(2) If an officer makes unnecessary use of the telegraph or if the issue of a telegram by a superior officer has been rendered necessary by avoidable causes such as failure to take action in proper time or to submit a return or reply on the due date, the person at fault will be liable to be required to pay the cost of the telegram.

(3) In drafting telegrams great care must be taken to exclude all matter that is not essential and to make the telegram as brief as is consistent with intelligibility.

(4) State telegrams should, as a rule, be sent in the "ordinary" class.

(5) Messages should be classed as "express", only

(i) in cases of great emergency and

(ii) in cases where the despátching officer knows that the line is blocked and considers his message sufficiently important to take precedence of ordinary traffic.

(6) Late fees paid on State messages tendered out of working hours at telegraph offices are not credited to Government but are paid to the officials who dispose of the message. With a view to economy, State telegrams should not be tendered for despatch at times when the telegraph office of origin or destination or both are closed except in really urgent cases.

(G.O. No. 262, Finance, 27th March 1918.)

(7) The following is the recognized telegraphic abbreviated address for the Director of Animal Husbandry, Madras :—

Tibizatum, Triplicane.

(8) For the other officers of the Department who have not got a registered telegraphic address, the following contracted forms will be used, both for address and sender's name :—

(1) Veterinary Assistant Surgeon in charge of Veterinary Hospital or Dispensary.	Surgeon, Veterinary Hospital or Dispensary.
(2) Touring Veterinary Assistant Surgeon.	Touring Veterinary Surgeon.

(9) The following officers may, however, be indicated by their respective old code words shown against each in the text of the telegrams that are exchanged between the officers of this department. But these obsolete forms of abbreviated telegraphic address should never be used either for the purpose of "address" or for the purpose of "Sender's name" in telegrams :—

(i) Principal, Veterinary College, Madras	Vetcol.
(ii) Superintendent, Institute of Veterinary Preventive Medicine.	Seruminst.
(iii) District Veterinary Officer	Vetof.
(iv) Veterinary Assistant Surgeon in-charge, Veterinary Institution.	Hosvas.
(v) Touring Veterinary Assistant Surgeon	Tourvas.

(10) Every telegram should invariably show the headquarters in addition to the sender's name, e g., Touring Veterinary Surgeon, Arkonam.

(11) All State telegrams should find an entry in the Personal or Current register and the related current number should be prefixed to the message. When a reply to a reference is sent by wire, the number of the letter or telegram to which it is a reply should be placed second.

(12) Figures in the text of telegrams, if any, other than current numbers as explained in the above paragraph, should be expressed in words in order to prevent mistake in transmission.

(13) Post copies should invariably be sent for telegrams issued on "Service" on ordinary service post cards.

(14) Telegrams may be despatched from railway stations, if any necessity for this arises. Officers should not, however, make use of railway stations for sending telegrams in places where there are Government Telegraph offices as there is usually much delay in the delivery of telegrams sent from railway stations.

(15) Service stamps only may be used in payment of "State" telegrams despatched either from Telegraph offices or from railway stations.

(G.O. No. 372, Finance, 2 June 1914 ; D. Dis. No. 1269/114.)

(16) In affixing stamps on telegrams or other service articles, care should be taken to use the smallest number of stamps possible; many stamps of low denomination should not be used when a relatively small number of stamps of higher denomination will suffice.

(17) An officer may make cash payment for telegrams sent on the public purpose when he is compelled to do so either owing to want of stamps or for any other reason. The receipt granted to him will then state the value of the telegram but will not bear on it the word "State". He should, however, explain the circumstances which necessitated his making cash payment and submit a copy of the message along with the contingent bill in which the telegram charge in question is claimed.

(18) The officer signing the contingent bill will attach a certificate to the effect that the telegram was sent on "State Service" and that cash payment was unavoidable.

(19) Telegrams despatched by Government departments or public officials in the interests of private persons should be classed as "Private" messages on which the full rates are chargeable. The person in whose interest the telegram is despatched should be required to pay the cost of the message before it is despatched. In case where such private telegrams or replies to them have been wrongly classed as "State" the recovery of the cost will be made by the Public official concerned, and remitted to the Accounts Officer, Telegraph Check Office, Calcutta, either in cash or by cheque. The recovery should be reported to the Superintendent of Telegraph Check Office, Calcutta. The amount recovered should not be credited into the local treasury. Officers infringing the instructions will be liable to disciplinary action besides refunding the cost of the telegrams.

(G.O. No. 2889 W, 1st December 1927 ; G.O. No. 2262, P.W., 22nd October 1940 ; D. Dis. No. 4459-I/40.)

(20) If a Government official asks for petition of a telegram received by him in his official capacity, he will not be required to pay any transmission charge in the first instance. If, however, the repetition reveals no error on the part of the Telegraph Service, the necessary charge will be recovered.

(21) Books of telegraph forms required for official use may be obtained on payment from any principal Government Telegraph Office. The payment should be made in service postage stamps and not in cash.

(22) Each departmental officer should submit to the Head Office not later than the 30th April each year an annual return, showing the number of telegrams and express letters despatched from his office during the previous financial year.

(G.O. No. 109, Finance, 20th January 1953 ; D. Dis. No. 424-I/53.)

306. *Foreign telegrams.*—In this department the Director is the only officer who is authorized to send foreign State telegrams to all places and persons.

(D.Dis. No. 13688-II/52.)

307. *Trunk telephones.*—All officers who are entitled to use trunk telephones should see that a trunk telephone call is not put through unless the matter is really urgent and will not admit even the short delay involved in obtaining the required information by express telegram.

[Government Memorandum No. 82, Public (Military), 9th April 1949; D. Dis. No. 3066-II/49.]

308. *Stamp account.*—(1) No Despatch Register is to be maintained for communications sent by post from the office of a Gazetted Officer. Only a " Daily Stamp Account " should be kept in which is entered the total value of the stamps on each batch of letters, etc., sent by post and the total daily expenditure and balance at the end of the day. The balance of stamps should be checked by the ministerial head of the office at intervals and also that the stamp account is properly maintained.

(D. Dis. No. 3126-I/29.)

(2) The Executive Staff however should maintain a detailed despatch register in the prescribed form. Particulars of all the letters despatched and the expenditure of service postage labels should be recorded in the despatch register each day. The value of stamps on hand should be entered in red ink and the balance on hand should be shown at the beginning of each page in the register. The value of stamps obtained from the treasury should also be entered in red ink on the date of obtaining them and added to the balance on hand giving the total also in red ink.

309. *Parcels sent by railway.*—(1) All articles sent by one officer of the Department to another officer by railway should invariably be despatched Freight Paid and should not be marked " To Pay."

(D. Dis. No. 2320-I/44.)

(2) Demurrage charges on railway parcels should be avoided. Particular care should therefore be taken about this and necessary arrangements made for taking delivery of the parcels in time.

(D. Dis. No. 2192-B/36.)

310. *Office Order Book.*—Orders issued by an officer for the guidance of his office establishment in connection with the proper conduct of office work should be entered in this register and the initials of the staff concerned obtained in the book in token of their having seen the orders.

311. *Annual Administration Report.*—(1) The annual report of the department is due to the Government on or before 1st July every year. The annual report on the work done in the livestock section should be submitted to the Head Office in duplicate not later than the 15th

April each year so that one copy of it may be sent to the Indian Council of Agricultural Research through the local Government before the 15th May and the other retained in the Head Office for including a summary of the report in the annual report of the department. The annual reports of the other departmental officers including the Inspector of Livestock, Forest Department, Calicut, should be submitted to the Head Office not later than the 25th April each year.

(2) The livestock section report should also contain particulars on the following :—

(i) Developmental or Research work carried out to any appreciable extent in the Livestock Farms and elsewhere.

(ii) Indication as to the performance of bulls at stud, reference to their progeny and extent of improvement effected in the locality where they are stationed.

(iii) Information as to how many cows were lost or sold during the year for what reason and what their milk yields were.

(iv) The milk yields should be presented in a classified form classifying the animals according to the sire. The sires used in the herd should first be mentioned and the daughters and dams shown against each.

(3) A copy of the report regarding poultry, sheep, goats and Artificial Insemination Sections in the Livestock Farms concerned should be simultaneously sent to the Poultry Development Officer, Sheep and Goat Development Officer and Special Officer for Artificial Insemination as the case may be. The latter officers will scrutinise the reports and submit their remarks, if any, to the Head Office before 1st May each year.

(G.O. No. 4168, Public, 3rd November 1950 ; D. Dis. No. 8898-II/50 and 431-VI/52.)

(4) The forms of the tables to be appended to the report are given in Appendix J (25). Veterinary Assistant Surgeons should bear in mind that an annual report is intended to be a brief record of all the salient points in the operations of the year 1st April to 31st March and must be written in as short and clear a form as possible. It should not be made the occasion for raising general questions or a medium for mentioning individual grievances.

(5) Each Veterinary Assistant Surgeon will prepare his annual report together with the necessary tables in duplicate, one to be kept for his office and the other for submission to the Controlling Officer. The reports should be submitted so as to reach the Controlling Officer not later than the 5th April every year.

(6) *Veterinary institutions.*—The report should furnish information under the following heads :—

(*a*) *Staff.*—(i) Names of Veterinary Assistant Surgeons in charges, dates of transfers or leave taken, if any.

(ii) List of attendants' posts sanctioned, additions or alterations, if any.

(*b*) *Buildings.*—(i) List of the existing buildings in the institution and their condition.

(ii) New ones sanctioned completed and under construction during the year.

(*c*) *Inspections and visits.*—(i) Names of inspecting officers who inspected the institution during the year with a summary of their remarks.

(ii) Names of gentlemen who visited the institution during the year with extracts of any pertinent remarks passed by them.

(*d*) *Patients.*—(i) Number of in-patients admitted during the year and comparison with the figures of the last two years and reasons for marked difference, if any.

(ii) Number of out-patients admitted during the year with remarks as in (i).

(iii) *Average daily attendance calculated thus*:—Total number of attendance of all in and out-patients in the year divided by the number of days in the year.

(*e*) *Special work* performed, if any, i.e., work other than the routine work of the institution, e.g., inspection of meat for a municipality.

(*f*) *Professional.*—(i) Mention should be made of any case or cases of more than usual interest which came to the Veterinary Assistant Surgeon's notice.

(ii) Number of specimens examined microscopically with results classified under different heads, such as Anthrax, Blackquarter, etc.

(iii) Number of cases of suspected criminal poisoning or malicious injury investigated with results.

(*g*) *Livestock.*—The number of breeding bulls, etc., maintained should be stated and their health at the end of the year noted. The nature of livestock improvement work done should be stated briefly.

(*h*) *General remarks.*—Controversial subjects should not be raised under this heading.

(*i*) *Appendices, etc.*—The appropriate forms printed in Appendix J (25) should be filled in and submitted with the report.

(*j*) (i) A statement showing the receipts and expenditure of the institution for the year should be enclosed.

(ii) The District Veterinary Officers should verify the receipt and expenditure with the registers and forward a consolidated statement along with their own annual reports.

(7) *Touring Veterinary Assistant Surgeons and Veterinary Assistant Surgeons in-charge of Minor Veterinary Dispensaries.*—The report should contain the following information :—

(*a*) (i) Name of taluks or taluk to which the report relates.

(ii) Names of Veterinary Assistant Surgeons who held charge during the year with dates.

(iii) Number of days spent on tour by each.

(*b*) *Treatment of diseases.*—(i) Give number of outbreak reports received and the number attended in respect of each contagious disease separately. Note the number of inoculations performed against the different diseases and give reason, if no inoculation or only a small number was performed. Note on the prevalence, severity, etc., of each of the following diseases, giving particulars regarding the taluks or villages affected and stating whether the attack was severe or light :—

(1) Rinderpest.

(2) Anthrax.

(3) Blackquarter.

(4) Haemorrhagic septicaemia.

(5) Foot-and-mouth disease.

(6) Glanders.

(7) Surra.

(8) Epizootic lymphangitis and any others met with.

(ii) Note the quantity of sera and vaccines indented, used, destroyed and returned.

(iii) Compare number of cases of non-contagious disease treated and castrations performed with the figures of the last two years and give reason for decrease, if any.

(iv) Give the number of cattle shows and exhibitions in which the department participated and the names of cattle fairs attended and note on the occurrence of any contagious diseases found in them with probable source, destination and effect of such cases.

(*c*) *Professional.*—(i) Note on any interesting features in connection with inoculations performed or obscure and rare cases met with.

(ii) Number of specimens submitted for examination and the results classified under the different diseases.

(iii) Number of cases of suspected criminal poisoning or malicious injury investigated with results.

(*d*) *Livestock.*—The number of breeding bulls, etc., and the Government livestock attended or inspected should be stated and their health at the end of the year noted. The nature of livestock improvement and other propaganda work done should be stated briefly.

(*e*) *General remarks.*—The number of cases in which it was necessary to report against village or taluk officers for slackness in reporting out breaks of contagious disease can be mentioned here. Controversial subjects should not be raised.

(*f*) *Appendices.*—The appropriate forms printed in Appendix J (25) should be filled in and submitted with the report.

312. *Salient features.*—A summary of the salient features of the administration of the department for the first eleven months of each calendar year, for inclusion in Part I of the State Administration Report,

should be submitted by the Departmental Officers so as to reach the Head Office not later than the 5th December,. and a further report relating to the month of December, should reach the Head Office on the 3rd January. The summary should be short and should contain only matters of particular importance as well as any new items which were introduced during the calendar year and should not include information of a routine nature.

313. *Suits.*—(1) A public officer who receives any communication, containing a threat of civil or criminal proceedings against him for acts done in his official capacity should forthwith forward, through the proper channel, a copy of such communication, intimating whether he wishes to reply thereto or not, and if he proposes to send a reply submitting a copy of the proposed reply—

(*a*) in case the proceedings threatened are civil proceedings, to the Head of the department; and

(*b*) in case the proceedings threatened are criminal proceedings, to the head of the department if he is serving in Madras City and to the District Magistrate if he is serving in the mufassal.

(2) The Head of the department or the District Magistrate, as the case may be, should examine the case and the draft reply if one is proposed to be sent, and give the officer such directions and make such changes in the draft reply as he may consider necessary. In doubtful cases, a reference should be made to Government.

(G.O. No. 61, Legal, 16th March 1937 ; R. Dis. No. 4518-II/53.)

(3) The Director and the Principal, Veterinary College, Madras, have been appointed by Government to sign and verify plaints and written statements in any suits by or against the Madras Government in matters relating to the Department.

(G.O. No. 2998, Home, dated 22nd September 1953 ; R. Dis. No. 221-II/54.)

(4) No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State except with the permission of the officer or the Head of the department concerned, who shall give or withhold such permission as he thinks fit. Instructions have been issued by Government regarding the procedure to be followed when a Government servant is summoned by a court to produce official documents for the purpose of giving evidence and in all cases the Head Office should be consulted.

(R. Dis. No. 2507-III/54.)

(5) The costs awarded by the courts against the Government should be sanctioned by the Government and be paid to the party through the head of the department if the party resides in Madras City. If the party resides in the mufassal the payment should be made through the Collector of the district concerned.

(D. Dis. No. 7294-I/52.)

CHAPTER X—STORES, STATIONERY, ETC.

Section 1—Stores (General).

314. *Stock accounts of stores.*—The head of an office and any other Government servant who is entrusted with stores of any kind should take special care in arranging for their safe custody. He should also maintain suitable stock accounts or inventories for the stores in his custody with a view to prevent loss to the Government through theft, fraud, negligence or accident, and make it possible to check the actual balances with the book balances and the expenditure incurred on stores at any time. Separate stock accounts should be maintained for—

(i) medicines,

(ii) furniture and other deadstock,

(iii) books,

(iv) forms,

(v) stationery, and

(vi) expendible stores, e.g., kerosene oil, brooms, etc.

315. *Source of purchase.*—The departments of Government should as a rule purchase articles manufactured by the Government so far as they are available, and only such articles as are not manufactured or produced by the Government should be purchased from other sources. The order of preference for the purchase of articles required by various departments should be as follows :—

(*a*) Products manufactured in factories and other institutions run by the Madras State Government,

(*b*) products manufactured in other than Government institutions in the Madras State,

(*c*) products manufactured in India ; and

(*d*) products manufactured in other countries.

(G.O. No. 135, Firka Development, dated 15th March 1948 ; No. 1835-II/48.)

316. *Articles manufactured by Government.*—The following is a list of articles which are manufactured or produced under State Trading Schemes or otherwise in the institutions mentioned against each :—

Furniture and other wooden and iron articles, coir materials, iron and aluminium cooking vessels, cotton cloth, cotton ropes, etc.	The Jail department.
Coir stores such as ropes, brushes, etc.	The Government Coir School, Beypore (via) Kallai (Malabar).
Washing soaps, toilet soaps, dentifrices, insecticidal soaps.	Kerala Soap Institute, Kozhikode (Malabar).

Shark liver oil (M.G.B.) brand, Adamin and high potency oils.	Government Oil Factory, Kozhikode (Malabar).
Silkworm ligature guts	Government Silk Filatures, Kollegal (Coimbatore district).

NOTE.—Furniture, copper and brass articles required for Government hospitals, hostels attached to colleges are manufactured also in the Co-operative Works established by Government in various places in the State. Such articles as are required for the departmental use from time to time may be indented for on these works also. This will not be in competition with the articles manufactured in jails but only supplementing them.

(D. Dis. No. 4140-I/47.)

317. *Khadi.*—(1) The requirements of Government Departments for cloth like curtains, towels, table cloths, uniforms, etc., should be met from Khadi instead of mill or handloom cloth. Exception can, however, be made where a special variety of cloth is required for specific purposes and in such cases the reason why Khadi cannot be used should be explained and the sanction of Government obtained for the use of cloth other than Khadi (*See* also paragraph 364).

(G.O. No. 135, Firka Development, 15th March 1948; No. 1835-II 48.)

(2) Khadi need not be used for packing or as duster or bandage. Cloth for these purposes should be obtained from jails or other sources according to the arrangements already in force.

(G.O. No. 18, Firka Development, 6th January 1949; No. 1835-II/48.)

318. The medicines, instruments and appliances required for the departmental officers, Veterinary institutions, etc., maintained by Government and private bodies under the professional control of the Animal Husbandry department are supplied by the Medical Stores Depot, Madras. Survey and mathematical instruments and other scientific equipments are supplied and repairs undertaken by the Supervisor, Mathematical Instruments Office, Calcutta.

(G.O. No. 683, P.H., L.S.G., 2nd May 1924, D. Dis. 3032-IV/51.)

319. *Application for sanction.*—Applications for sanctions for the purchase of stores and other articles of a routine nature including spare parts should contain the following particulars in respect of each article :—

(1) Name of article.
(2) Date of last purchase.
(3) Quantity last purchased.
(4) Rate at which purchased.
(5) Quantity on hand.
(6) Quantity to be purchased.
(7) Cost, probable.
(8) From whom to be purchased.
(9) Existence of budget provision.

(D. Dis. No. 2192-IV/51.)

320. *Tender system.*—(1) For purchase of stores in open market the system of inviting competitive tenders should be adopted. The contract for supply should usually be allotted for a period of twelve months from 1st April each year and the rules laid down in Madras Financial Code, Volume I, followed.

NOTE.—It is not necessary to invite tenders before buying cattle food, etc., required for the Veterinary Hospitals and Dispensaries in the mufasal.

(Madras Financial Code Article 125-III-19.)

(2) An advertisement inviting sealed tenders should be published in the *Fort St. George Gazette* and copies of the advertisement circulated to all local dealers who are likely to be the tenderers. A short advertisement regarding the invitation of tenders should also be published in the more important daily newspapers through the Director of Information and Publicity, Madras. For this purpose the departmental officer should send up the matter to the Head Office with information as to the particular newspaper in which it should appear. As many copies of the advertisement as are required for the different newspapers plus one copy should be sent to the Head Office. The Director of Information and Publicity will forward the advertisement to the concerned newspapers and advise the departmental officer. The departmental officer should watch the advertisement and pay the advertisement charges as soon as a bill is received from the newspaper office after obtaining the sanction of the Director. About a month's time from the date of advertisement should be allowed for the submission of the tenders. The tenders should be opened by a responsible officer at the time announced in the tender notice.

(3) The "tender notice" and "tender form" to be issued by the departmental officers should be in the forms approved by the Head Office. A fee of Rs. 5 shall be charged for the supply of a set of two printed copies of the tender form together with the schedule of articles, required for this department.

(G.O. No. 105, Development, 11th January 1940; G.O. No. 2157, Development, 26th November 1941; D. Dis. No. 132-I/40; G.O. No. 2015, Development, 8th May 1952; R. Dis. No. 1566-II/52.)

(4) Each tenderer should be required to furnish a cash deposit as earnest money which should be fixed with reference to the probable value of the contract.

(Madras Financial Code Article 125-III-17.)

(5) As soon as tenders are opened the departmental officer who invites tenders for the supply of articles should furnish the Director with a table showing the different rates quoted by the tenderers for each article together with his own recommendations regarding the acceptance of tenders. Some indication should also be given regarding the solvency of the tenderers and their capacity to execute the contract.

(6) When a tender is accepted for the supply of stores, the successful tenderer should be required to execute an agreement in regard to the supply in the form prescribed for the purpose. The contractor should

sign at the bottom of every page of the agreement as well as at the end of the agreement. All corrections in the body of the agreement should be attested by the contractor. The agreement is liable to stamp duty. Whenever a private person or a firm makes a contract for the supply of stores he or it should be required to give security for the due fulfilment of the contract to an amount equivalent to 10 per cent of the total value of the contract. The Director may, when he thinks it desirable, exempt a firm of established repute from the obligation to furnish security.

(7) A contract for the supply of cattle food is complete and enforceable when once the tenders have been accepted and the acceptance communicated to the parties. Fresh tenders cannot be called for on the score that a contract is complete only on the signing of the agreement.

(8) When recommending acceptance of the tender particular attention should be paid to quality and rates, market rates, and distance from the nearest market. The reasons for acceptance of the higher rates should be specified in detail.

(9) Samples of articles relating to the accepted tender as well as those quoted lower in rates but rejected, bearing the seals of both the office concerned and the contractor should alone be sent to Head Office for decision.

(10) If the accepted tenderer fails to execute the agreement before the stipulated date, the earnest money deposited by him should be forfeited and fresh tenders should be called for.

(D. Dis. No. 998 II–46.)

(11) While the contract is in force, local purchase at the cost and risk of the contractor can be made only on his default in complying with the indents placed with him.

321. *Fees paid to contractors.*—(1) Every departmental officer should furnish a list of Government contractors specifying the contractor's name, the description of the work executed and the amount paid to each contractor during the previous official year so as to reach the Head Office before the 10th April each year for the purpose of furnishing the information to the Income-tax department.

(2) A similar list for each quarter ending 30th June, 30th September, 31st December and 31st March should be furnished by the departmental officers direct to the Commercial Tax Officer concerned by the 15th of the month following each quarter with a view to facilitate assessing "Works Contracts" to sales tax. A copy of the list should simultaneously be sent to the Head Office. If there are no contractors a "nil" list should be sent.

(G.O. No. 2704, Revenue, dated 16th November 1948 ; D. Dis. No. 8179-I/48.)

Section 2—Medicines, Instruments, etc.

322. *Powers of sanction.*—(1) The purchase of medicines and drugs for a Veterinary Hospital or Dispensary requires the sanction of the Director and the total expenditure on the initial supply to any one hospital or dispensary should not exceed Rs. 250.

(2) The purchase of instruments for a Government Veterinary Hospital or Dispensary requires the sanction of the Director and the total expenditure on initial equipment for any one hospital or dispensary should not exceed Rs. 570.

(No. 8845-II/41.)

(3) The Principal, Veterinary College, Madras, and the Superintendent, Institute of Veterinary Preventive Medicine, are authorized to purchase scientific stores required for use of the respective institutions direct from the manufacturers and suppliers to the extent specified below :

Provided that (*a*) the articles purchased are not usually supplied by the Medical Store Depot or (*b*) the local purchase will be advantageous to Government from the point of view of cost and quality—

1. Apparatus and materials, Rs. 500. 2. Medicines, drugs and chemicals, Rs. 250.	For each article or any number of articles of any one kind purchased at one time.

(G.O. No. 1910, Development, 15th August 1940; D. Dis. No. 1920-IV/40; G.O. No. 3462, Development, 26th July 1951; R. Dis. No. 1229-IV/50.)

(4) The departmental officers who draw contingent bills are authorized to purchase stores for themselves and their subordinates up to Rs. 100 at a time subject to budget provision. Under these powers these officers may themselves discard and replace unserviceable articles.

(5) They may incur an expenditure up to a maximum of Rs. 50 towards purchase of proprietary preparations for treating Government livestock during emergencies and apply to the Director for regularizing the expenditure.

(D. Dis. No. 733-IV/51.)

323. *Indenting officers.*—(1) The Assistant Veterinary Inspectors attached to the Forest department should prepare indents for veterinary medicines and appliances required for the animals of which they are in charge and forward them to the Inspector of Livestock, Forest department, Kozhikode, who will submit them to the Director of Animal Husbandry through the Conservator of Forests of the concerned circle after checking them.

(2) The Veterinary staff attached to the Agricultural department should submit their indents for veterinary medicines and appliances, etc., to the Director of Animal Husbandry through their respective Controlling Officer and the District Veterinary Officer.

(3) The veterinary indents of the Coorg administration will be checked in the Head Office with a view to see that only those drugs used in the veterinary practice are indented for.

(4) Indents for veterinary instruments and medicines required by municipalities for the treatment of animals in charge of municipalities should be scrutinized and countersigned by the Director of Animal

Husbandry. The Director will not, however, in any way be responsible for the payment of the cost of the articles supplied to municipalities by the Medical Stores Depot on indents.

(G.O. No. 2257, P.H., 31st October 1932.)

(5) All indents for medicines, instruments, etc., of Veterinary Institutions and other staff of the Animal Husbandry department (except the Principal, Veterinary College, Madras, who sends his indents direct) should be submitted to the Director through the Controlling Officer concerned. Veterinary Assistant Surgeons in charge of Government Veterinary hospitals and dispensaries who have been instructed to supply the Touring Veterinary Assistant Surgeons and Veterinary Assistant Surgeons in charge of minor veterinary dispensaries in the district with the medicines required for the medicine chest, should include the requirements of the Touring Veterinary Assistant Surgeons, etc., also in the annual indents of the veterinary institutions.

324. *Special items*—(1) *Sulphur.*—The possession and use of sulphur by the staff of the department in the course of their duty will not require a licence by virtue of clause (*b*) under the heading "Savings" in section 1 of the Indian Arms Act, 1878.

(D. Dis. No. 811-IV/42.)

(2) *Quinine.*—Quinine and its products should be obtained by inclusion in the indent on the Medical Stores Depot.

(3) *Spirits.*—A transport permit is necessary for obtaining rectified or methylated or denatured spirit or methyl alcohol, acetone free or absolute alcohol by authorized indentors from the Medical Stores Depot. According to rule 5 (1) of the Madras Rectified Spirit Rules, 1947, rectified spirit (including absolute alcohol, etc.) up to the maximum quantity, viz., three imperial gallons may be possessed without licence by any one Government institution. Indents for any quantity should, however, be accompanied by transport permits issued by the Collectors of the districts concerned. Indents for not more than three imperial gallons should be sent at a time which may then be followed by another, as and when stocks with the indentors get exhausted, for supplying without permit.

(D. Dis. No. 2876-V/48 and D. Dis. No, 91-IV/51.)

Indents for spirits should be sent separately in supplementary forms (MSD 136) and should not be included in the annual indent for the other drugs.

(D. Dis. No: 1892-IV/51.)

(4) *Opium.*—A statement showing the quantity of opium and its preparations used by the department during each official year should be submitted by the departmental officers to the Head Office not later than the 1st May of the following year, for being furnished to the Board of Revenue (Excise) for incorporation in the Excise Administration Report. The subordinate staff should submit this return to their

Controlling Officers before the 15th April each year. The Principal, Veterinary College, Madras, should send this return direct to the Board of Revenue.

(5) *Antrypol* is supplied by the Medical Store Depot.

(No. 129 -IV/51.)

325. (1) *Medicine chest.*—The medicine chest should contain the following drugs and appliances :—

	Quantity. LB.	OZ.	DR.
(i) Drugs—			
1 Acidum Aceticum	0	8	0
2 Acidum Boricum	0	8	0
3 Acidum Hydrochloricum	0	1	0
4 Ammonii Carbonas	0	8	0
5 Ammonii Chloridum	0	8	0
6 Antimonii et Potassii Tartras ..	0	2	0
7 Aqua Destillata	0	8	0
8 Argenti Nitras Induratus	0	0	1
9 Calcii Gluconas	0	2	0
10 Chloralis Hydras	0	1	0
11 Chlorodynum	0	1	0
12 Creta	0	8	0
13 Cuprii Sulphas	0	8	0
14 Ergota Praeparata	0	1	0
15 Extractum Belladonnae Siccum ..	0	2	0
16 Hydrargyri Iodidum Rubrum ..	0	1	0
17 Hydrargyri Perchloridum (tablets 8¾ grs.).	25 tablets.		
18 Hydrargyri Subcholoridum	0	1	0
19 Iodoformum	0	1	0
20 Liquor Ammoniae Acetatis Fortis ..	0	8	0
21 Liquor Formaldehydi	0	2	0
22 Liquor Iodii Mitis	0	8	0
23 Liquor Strychninae Hydrochloridi ..	0	1	0
24 Magnesii Sulphas	2	0	0
25 Nux Vomica Pulverata	0	4	0
26 Oleum Picis (Crude)	0	4	0
27 Oleum Terebinthinae	0	8	0
28 Paraffinum Molle Flavum	0	8	0

	Quantity. LB. OZ. DR.
(i) Drugs—*cont.*	
29 Phenol (acid carbolic)	0 8 0
30 Plumbi Acetas	0 8 0
31 Potassii Nitras	0 8 0
32 Potassii Permanganas	0 2 0
33 Sodii Bicarbonas	0 8 0
34 Sodii Iodidum	0 2 0
35 Sodii Salicylas	0 4 0
36 Spiritus Aetheris Nitrosi	0 8 0
37 Spiritus Ammoniae Aromaticus ..	0 8 0
38 Sulphanilamidum 0·5 gm.	50 tablets.
39 Sulphur Sublimatum	0 4 0
40 Tinctura Benzoini Composita ..	0 4 0
41 Tinctura Opii	0 4 0
42 Trypan Blue	½ oz.
43 Zinc Chloridum	0 1 0
44 Zinc Oxidum	0 4 0
45 Zinc Sulphas	0 4 0
(ii) (*a*) Instruments—	
1 Clamps, castrating, spring	1
2 Funnel, enema, brass	1
3 Instrument, dressing (in a sterlisable metal case)	1
4 Irons, firing, set of two, castration pattern	1 set.
5 Syringe, wound and nozzle (05746, 05747)	1
6 Trocar and Canula, bovine	1
7 Tray, enamel	1
8 Drencher, aluminium	1

(ii) (*b*) Instruments, dressing, contained in sterilisable metal case, 7″ × 6″ × 1¼″—

1 Scissors, dressing, curved or flat	1 pair.
2 Scissors, dissecting, 5″ (straight, sharp pointed)	1 pair.
3 Scissors, dressing, straight, blunt pointed ..	1 pair.
4 Director, steel, with scoop	1

(ii) (c) Instruments, dressing, contained in sherilisable metal cose, 7″ × 6″ × 1¼″—*cont.*

5	Forceps, artery S.W.	3 pairs.
6	Forceps, dissecting	1 pair.
7	Needle, exploring (in case)	1
8	Scalpel, folding	2
9	Probe, metal	1
10	Teat, syphon (milking tube)	1
11	Needles, suture, curved (packet of 6) ..	1
12	Needles, suture, half curved (packet) ..	1
13	Knife, abscess, symes, folding	1
14	Hooks, P.M. with chain (set of 3)	1 set.
15	Ligature, silk	1 hank.

(iii) Bandages and Dressings—

1	Bandage, loose wove, compressed veterinary.	4 Nos.
2	Ligature, catgut, sterilized, sizes 2 and 3 ..	2 tins.
3	Ligature, silk, sterilized, size 8	1 tin.
4	Lint, plain	4 oz.
5	Tow, country	8 oz.
6	Twine, suture	½ oz.
7	Wool, cotton, absorbent	4 oz.

(iv) Sundries—

1	Measure glass, 2 oz. (in case)	1
2	Microscope slides	2 dozens.
3	Scales and weights, grs. and drs. portable (in box)	1
4	Slab, German-silver, 6″ × 5″	1
5	Spatula bolus, 8″	1

(2) *Inoculation outfit.*—

The contents of the inoculation outfit are as follows:—

1	Inoculation box, wooden, with lock and two keys	1
2	20 c.c. syringe (in a metal case)	1
3	Spare barrel for the above	1
4	Needles for the above	6
5	5 c.c. syringe (in a metal case)	1
6	Needles for the above	6
7	Spare barrel for the above	1
8	Glass measure (in a case)	1
9	Tape, measuring, 25 feet	1

10	Aluminium deksha with lid and handle ..	1
11	Cork screw	1
12	Chisel	1
13	Hammer with nail wrench	1
14	Thermometers	2
15	Serum bottle opener	1
16	Screw driver	1
17	Tow	½ lb.
18	Enamelled bowels	2
19	Scissors, blunt pointed	1 pair.

(D. Dis. No. 2217-IV/42 and D. Dis. No. 6035-V/42.)

326. *Supplies to Touring Veterinary Assistant Surgeons.*—(1) Touring Veterinary Assistant Surgeons including those in charge of minor veterinary dispensaries who have Government Veterinary Institutions within their jurisdiction, should get their medicine chests replenished from the institution.

(2) The Touring Veterinary Assistant Surgeons and the Veterinary Assistant Surgeons in charge of minor veterinary dispensaries who get their supplies or drugs from the veterinary institutions should forward each year to the Veterinary Assistant Surgeon in charge of the veterinary institution concerned an estimate of the quantities of the drugs likely to be required during the following year in order to enable the latter to include the articles in his annual indent.

(3) Touring Veterinary Assistant Surgeons who are not in charge of minor veterinary dispensaries should not indent on the veterinary institutions for drugs which have not been included in the sanctioned list of items for the medicine chest unless they have obtained the previous sanction of the Controlling Officer or the Director.

327. *Medical indents.*—(1) For the purpose of forwarding the annual indents of veterinary institutions to the Deputy Assistant Director-General, Medical Stores Depot, Madras, for compliance, the districts of this State have been divided into several groups as shown below :—

Districts.	*Months.*
Salem	July.
North Arcot	July.
South Arcot	July.
Chingleput	July.
Madras City	August.
Coimbatore	September.
The Nilgiris	September.
South Kanara	October.
Malabar	October.

Districts.	*Months.*
Madurai	November.
Ramanathapuram ..	November.
Tirunelveli	November.
Tanjore	December.
Tiruchirappalli	December.

(D. Dis. No. 4431-IV/42.)

(2) The month noted against each group represents that in which supplies will be issued from the Medical Stores Depot. The indents should, therefore, be prepared three months previous to the month of supply in order to allow sufficient time for their passing through the Controlling authority concerned and the Head Office. The indents should positively reach the Head Office during the first week of the month preceding that of supply.

328. *Medical Stores Depot forms.*—(1) All annual indents should be submitted in Civil Medical Annual Indent Form, M.S.D. 288–292 which is in the form of a quadruplicate book. If the quadruplicate indent form is supplied in loose sheets, it should be neatly stitched into a book adding as many additional sheets as may be necessary and the indent prepared by the carbon process.

(D. Dis. No. 136-IV/44.)

(2) Supplemental indents for medicines, etc., should be submitted in "Civil Medical Indent (Supplementary) Forms M.S.D. 136" in four copies.

(3) When instruments are sent to Medical Store Depot for repairs, they should invariably be accompanied by a voucher in triplicate in the prescribed form.

(4) The forms required for all the above should be obtained by the Veterinary Assistant Surgeons by inclusion in their annual indent for medicines, etc. The Head Office does not stock these forms for supply.

329. *Preparation of annual indents.*—(1) The following instructions regarding the preparation of indents should be carefully followed :—

(i) Veterinary Assistant Surgeons should invariably refer to the Expendible Articles. Register to see how long a particular drug has lasted, and, on the basis of that calculation, indent for 14 months' supply. They should never indent for a larger quantity of a drug than necessary.

(ii) Articles indented for should be arranged under the respective headings as given in the latest priced vocabulary of medical stores, e.g., drugs, surgical instruments, appliances, sundries, etc. Items relating to two different sections, should not be written on the same page and no article relating to one section should be shown under any other section. If any items of stores which have not been included in the latest priced vocabulary are indented for, they should find a place at the end of the corresponding section of the indent

(D. Dis. No. 137-IV/44.)

(iii) The nomenclature of articles indented for should exactly be similar to that given in the latest priced vocabulary.

(iv) The vocabulary numbers should invariably be quoted against each article indented for. Old and obsolete P.V. numbers should never be shown.

(v) Articles under each section should be written in the alphabetical order.

(vi) The column "Balance on hand" of the indent should show the actual balance of drugs on hand which will include the quantities in issue as well as the quantities in stock.

(2) A Veterinary Assistant Surgeon who is not provided with a copy of the latest priced vocabulary of medical stores should obtain one from the District Veterinary Officer sufficiently early to enable him to prepare and submit the indent in time.

(3) In the indents of the staff for instruments, information should be furnished as to whether the articles indented for represent an initial supply or a renewal, and in the latter case, the date of last supply should be furnished stating at the same time what has become of the articles last supplied.

(4) In cases where the quantity claimed in the indent plus the balance on hand is far in excess of the amount expended during the year, sufficient justification for the excess quantity should be given.

330. *Supplementary indents.*—When a supplemental supply of medicines or instruments is required by a Veterinary Assistant Surgeon in charge of a veterinary institution, a supplementary indent should be submitted through the proper channel. The indenting officer should explain how the necessity for a supplemental indent has arisen and if the District Veterinary Officer who receives the indent, thinks it desirable to defer the supply of any particular article till the next inspection he should say so when the indent is forwarded by him to the Head Office.

331. *Scrutiny of indents by Controlling Officers.*—(1) Controlling Officers to whom medical indents are sent by the staff should themselves carefully check the indents to see that the indents are in order, and should not entrust this work to clerks. They will note their recommendations in the column "Quantity sanctioned" remembering that the drugs should be recommended in as convenient a quantity as possible. The indent should be forwarded without delay to the Head Office. The Director may reduce or alter the quantities recommended by the Controlling Officers.

(2) The Controlling Officers should also see that the indents contain complete information about (1) Postal town, (2) District, (3) Railway station of the indentor and (4) the head of account to which the cost of the indent is debitable.

(D. Dis. No. 976-V/47.)

(3) The Controlling Officers should see that the expenditure for each year on account of surgical instruments, appliances and drugs for veterinary Institutions, minor veterinary dispensaries and Touring billets in their charge does not exceed the sanctioned allotment.

332. *Issue vouchers.*—(1) One unpriced copy of the issue voucher will be received simultaneously with the consignment of stores from the Medical Stores Depot to enable the indentor to check the stores received. This unpriced copy should be duly receipted and returned to the Medical Stores Depot immediately the stores are received and checked. The return of the unpriced copy of issue voucher to the Medical Stores Depot should not be delayed on any account.

(D. Dis. No. 621-IV/44.)

(2) The priced copy of issue vouchers will be received from the Medical Stores Depot in triplicate after the unpriced copy has been received back containing the acknowledgment of the articles despatched. All the three priced issue vouchers should be submitted to the Controlling Officer who will note therein the budget head to which the cost is debitable and forward one copy of it direct to the Medical Store Depot, another copy to the Accountant-General, Madras, and the third retained in his Office for showing the amount of the voucher as liability in his accounts.

(3) Veterinary Assistant Surgeons should invariably note the date of receipt of articles on the labels affixed to the containers of medicines and preparations received from the Medical Stores Depot.

333. "*Hereafters*".—(1) When an article is temporarily out of stock at the Medical Stores Depot, it will be marked "Hereafter-available in (so many) weeks." Items so marked will not be supplied by the Medical Stores Depot automatically when stocks materialize. If the indenting officer still requires any of the "Hereafter" items, he should intimate so to the Medical Stores Depot soon after the expiry of the time specified against such "Hereafter" specifically mentioning therein the names of each item he requires and the Medical Stores Depots I.V. No. on which those items were marked "Hereafter."

(D. Dis. No. 31-D/35; D. Dis. No. 2236-D/35; D. Dis. No. 2490-V/48.)

(2) Articles which are not likely to be available within a month or two will be marked "Not available—indent after (so many) months". In such cases indenting officers may submit a supplementary indent at the proper time noting therein the No. and month of the original issue voucher of the Medical Stores Depot in which the articles were marked "Not available, etc."

(D. Dis. No. 2236-D/35.)

(3) If any article supplied by the Medical Stores Depot has to be returned for any reason it should be done only if the Deputy Assistant Director-General, Medical Stores Depot, agrees to the return.

(D. Dis. No. 231-V/51.)

334. *Departmental supplies.*—(1) The following articles may be indented for by the Touring Veterinary Assistant Surgeons on the District Veterinary Officer in emergencies :—

(1) Glass slides.

(2) Specimen tubes for submitting growths, etc.

(3) Thermometers.

(4) Legature silk.

(5) Hypodermic needles.

(6) Barrels for the Syringes.

(D. Dis. No. 3517-IV/42.)

(2) When Veterinary Assistant Surgeons apply to the District Veterinary Officers for spare barrels for their syringes, they should furnish complete information about the pattern of the syringe for which a barrel is required.

(3) The Veterinary Assistant Surgeons in charge of veterinary institutions may also indent for the above articles on the District Veterinary Officer only if they are not available at the Medical Stores Depot. Any of them may, however, be indented for on the District Veterinary Officer if urgently required.

(4) The District Veterinary Officers should keep sufficient stock of the above articles for making supplies to the staff whenever required. They should obtain the required numbers of glass slides, specimen tubes, thermometers and legature silk by inclusion in their indents on the Medical Stores Depot.

(D.Dis. No. 3597-IV/42.)

335. *Acknowledgment.*—The receipt of the articles supplied from the Head Office or by the Controlling Officer should invariably be acknowledged by return of post.

336. *Damage in transit.*—In case the parcels received are not in sound condition at the time of delivery, the matter should be promptly reported to the railway or the postal authorities, as the case may be, and to the sender. Breakages should be immediately reported either to the supplying officer or the Medical Stores Depot whichever is concerned so as to enable necessary action being taken. In the case of breakages or shortages in the supplies received from the Medical Stores Depot, a supplemental indent should be sent for replenishment, if necessary.

337. *Soap and bandage cloth.*—Veterinary Assistant Surgeons in charge of veterinary institutions will indent for soap and bandage cloth through the District Veterinary Officer. The quantity required for a year should be indented for at a time. The indents for soap and bandage cloth of a veterinary institution should include also the annual requirements of the Touring Veterinary Assistant Surgeons and the Veterinary Assistant Surgeons in-charge of minor veterinary dispensaries to whom supplies of medicines are made from the veterinary institutions. **For**

this purpose the Touring Veterinary Assistant Surgeons and the Veterinary Assistant Surgeons in-charge of minor veterinary dispensaries will intimate their annual requirements of soap and bandage cloth to the concerned Veterinary Assistant Surgeon in charge of the veterinary institution in time to enable the latter to include the same in his annual indent. [Also see paragraph 317 (2).]

(G.O. No. 2079, Development, 13th November 1941; D. Dis. No. 5922-IV/41.)

338. *Local purchase.*—(1) Articles which are not available at the Medical Stores Depot may when necessity arises, be purchased locally with the previous sanction of the Controlling authority concerned.

(2) If any patent drugs which are not available at the Medical Stores Depot are purchased locally the cost of such drugs should be recovered from the owners of patients and credited to Government account as abatement of charges under the concerned expenditure head. The drugs that are so purchased should not be left to be deteriorated without use and no loss should be incurred by the Government on account of these transactions.

(D. Dis. No. 2362-V/48.)

(3) Veterinary Assistant Surgeons in-charge of hospitals and dispensaries may purchase locally, without previous sanction, the articles noted below :—

1 Bamboos.
2 Baskets.
3 Bath brick.
4 Bran (for use in poultices)
5 Brooms.
6 Buckets.
7 Charcoal.
8 Chimneys for lamp.
9 Coconut oil.
10 Common salt.
11 Dung cakes.
12 Emery paper.
13 Enamelled plates for dogs.
14 Firewood.
15 Gunny bags.
16 Jaggery.
17 Kerosene oil.
18 Knife polish powder.
19 Lamp.
20 Linseed.
21 Margosa or neem oil.
22 Matches.
23 Mud pots.
24 Nails.
25 Rope for drawing water.
26 Sand.
27 Straw.
28 Tar.
29 Wick.

NOTE.—The initial purchase of items 6, 13 and 19 will, however, require the sanction of the Controlling Officer.

(4) Touring Veterinary Assistant Surgeons may purchase when necessity arises without previous sanction, the articles numbers 3, 8, 9, 12, 17, 18, 21, 22, 28 and 29 above.

NOTE.—The maximum amount of kerosene oil allowed to each Veterinary Assistant Surgeon is fixed at six bottles a month. In cases where this limit is exceeded, the necessity for the excess purchase should be justified when submitting the contingent bill.

339. *Precautions in the use of medicines, etc.*—(1) The staff should exercise strict economy in the use of drugs and be careful in the preservation of instruments, etc. They will be held responsible for the loss of instruments unless they can prove that they took all possible precautions to avoid it.

(2) Instruments should be kept locked up in almirahs or in the medicine chest which is supplied to all Touring Officers, and locks should be obtained for all Government boxes.

(3) Veterinary Assistant Surgeons in charge of veterinary institutions should always keep in their possession the keys of the stock medicine almirah and poison cupboard. When the compounder requires drugs from either of these, the Veterinary Assistant Surgeon should give them to him. The compounder need have access to the issue medicine almirah only and that too only during the working hours of the institution.

340. *Stock preparations.*—(1) Ointments, powders, liniments, etc., for external use should be kept in sufficiently large quantities and stocked for every day use. The amount of drugs used for the purpose each time should be noted by the Veterinary Assistant Surgeon in the Expendible Articles Register with the date of the preparation. At the time of inspection, the District Veterinary Officer will see whether the expenditure of the stock preparations is justified, taking into consideration the daily attendance.

(D. Dis. No. 587-II/43.)

(2) If a District Veterinary Officer finds during an inspection that a Veterinary Assistant Surgeon has neglected to indent for any necessary article, he should make him prepare an indent at once and at the same time obtain his explanation for such negligence and deal with him as he thinks proper.

Section 3—Furniture.

341. *Financial powers of officers.*—The Director is empowered to purchase articles of furniture required for the department up to a limit of Rs. 500 in each case. This limit will apply also to the initial supply of furniture to a veterinary dispensary but in the case of veterinary hospital, the Director can sanction the initial supply of furniture at a cost not exceeding Rs. 650. All other officers who are empowered to draw contingent bills can sanction purchase and repair of furniture up to Rs. 100 at a time except the Principal, Madras Veterinary College, who can sanction up to Rs. 250.

342. *How to purchase.*—(1) It is obligatory on the consuming departments to buy their requirements of standard articles of furniture from

jails. The Jail or School which will undertake supply of standarized articles of furniture to particular districts is given below :—

Name of Jail or Trade School.	Districts.
The Penitentiary, Madras	Madras and Chingleput.
The Central Jail, Vellore	North Arcot, Madras and Chingleput.
Central Jail, Tiruchirappalli	Tiruchirappalli and Madurai.
Borstal School, Tanjore	Tanjore.
Borstal School, Palayamkottai ..	Tirunelveli and Ramanathapuram.
Central Jail, Salem	Salem and Coimbatore.
Central Jail, Cannanore	Malabar, South Kanara, Nilgiris and Coimbatore.
Senior Certified School, Chingleput ..	Chingleput.

(2) They should intimate their requirements to the Jail Department sufficiently in advance to enable the latter to complete the supplies in time. As regards articles of furniture not standardized, the consuming departments should first enquire of the nearest jail whether the jail can provide the articles within the time fixed and at what prices. If the price quoted by the jail plus freight does not exceed the market rate at the place where the article is required, by 5 per cent, then the jail should be given the contract. Otherwise the departments shall be at liberty to purchase their articles outside the Jail Department. The departmental officers should forward in February or March every year to the Jails a forecast of their requirements of furniture during the ensuing official year and should place firm orders for the supply of furniture early in the official year.

[G.O. No. 3828, Law (General), 3rd October 1929 ; D. Dis. No. 4140-I/47 ; G.O. No. 4467, Home, 13th December 1952 ; D. Dis. No. 861-II/53.]

343. *Standard articles.*—The following is the list of standard articles of furniture :—

1	Officer's table	$5' \times 3' \times 2\frac{1}{2}'$
1A	Do.	$5'\ 6'' \times 3' \times 2\frac{1}{2}'$
2	Senior Clerk's table	$5' \times 3' \times 2\frac{1}{2}'$
3	Junior Clerk's table ..	$4\frac{1}{2}' \times 2\frac{1}{2}' \times 2\frac{1}{2}'$
4	Student's table	$3' \times 1\frac{3}{4}' \times 2\frac{1}{2}'$
5	Typists table	$4' \times 2\frac{1}{4}' \times 2\frac{1}{2}'$
6	Teapoy	$2\frac{1}{2}' \times 1\frac{1}{2}' \times 2\frac{1}{2}'$
7	Peon's stool	$1\frac{1}{4}' \times 1\frac{1}{4}' \times 1\frac{1}{2}'$
8	Bench, long	$6' \times 1\frac{1}{4} \times 1\frac{1}{2}'$
9	Bench, sort	$3' \times 1\frac{1}{4} \times 1\frac{1}{2}'$
10	File tray rack	$3' \times 1'2'' \times 2\frac{1}{2}'$

11	Office tray	18″×14″×6″
11A	Do.	18″×14″×5″
11B	Do.	18″×14″×4″
11C	Do.	18″×14″×3″
12	Revolving book case ..	4′×2′×2′
12A	Table book case (heart shaped)	
13	Current file pigeon hole case.	3′ 1″×1½″×2′
14	Almirah	6½′×3¾′×1¼′
15	Glass almirah	6½′×3¾′×1¼′
16	Book case, bottom	3′×3¾′×1¼′
	Book case, top	3½′×3¾′×1′
17	Record box	2¾′×1½′×1½′
18	Stationery cabinet.	
18A	Stationery cabinet with upright pockets	10″×15″×7″
19	Bug Proof chair.	
20	Rattan-seated chair.	
21	Easel with map stand.	
22	Blackboard	3½′×3½′
23	Camp table	4½′×4½′×2½′
24	Student's chair.	

(G.O. No. 3200, Home, 4th September 1942; D. Dis. No. 5070-I/42.)

344. *Sanctioned scale.*—(*a*) The following is the maximum scale permissible for supply of furniture to the residences of Gazetted Officers:—

1 Table	1	5 Stools	2 (if desired).
2 Chairs	3		
3 Side rack	1	6 Form case	1
4 Screen	1	7 Bench	1
		8 Tray	1

In the case of officers who do not have much office work to do at their residence, the above scale of supply may be reduced or the supply not made at all at the discretion of the Director. It has been decided that no furniture need be supplied to the residences of the District Veterinary Officers as they are touring officers and do not have much office work to do at their residences.

(G.O. No. 516, Finance, 17th May 1949; D. Dis. No. 4537-I/49.)

(*b*) The following is a list of furniture sanctioned for a veterinary hospital :—

(1) A wooden almirah 7′×4′×15″ with six shelves for stock medicines.

(2) A wooden almirah. 7′ × 4′ × 15″, with six shelves for issue medicines with an inside cupboard at the top for poisons, which must be kept under lock and key.

(3) One glass almirah, 7′ × 4′ × 15″, with six shelves for instruments.

(4) One compounding table, 6′ × 3¾′ × 3′, with top well waxed.

(5) One Junior Clerk's table.

(6) Two chairs.

(7) Two wooden racks, 6′ × 4′ × 15″, for medicines in every day use and for keeping records, reference books, forms, stationery, leaflets, etc.

(8) One iron wash hand stand with basin, jug and soap dish.

(9) One bench (long).

(10) Two wooden stools (ordinary).

(11) One student's table (for use in the operation and dressing shed).

(12) One dressing tray.

(13) One sign board.

(14) One canine operation table according to specification of the design in Appendix H (1).

(15) One rabid dog cage according to specification of the design in Appendix H (2).

(c) For a veterinary dispensary items (2) to (13) above will be sanctioned and also item (14) on the individual merits of each institution.

(G.O. No. 192, Development, 21st January 1938; R. Dis. No. 2781-B/37.)

(*d*) When a dispensary is converted into a hospital or if prior to such conversion, a dispensary requires at any time furniture, in excess of the sanctioned scale the Director's sanction should be obtained.

(*e*) Additional chairs at the rates of one for each member will be sanctioned for veterinary institutions in which additional staff such as a second Veterinary Assistant Surgeon, a compounder, etc., are employed.

(*f*) The following articles of furniture will be sanctioned for veterinary institutions to which microscopes have been supplied :—

(1) One microscope table, 3½ × 2¼ × 2½.

(2) One high stool to suit the above table.

(3) One small glass almirah to keep stains, specimens, etc., 1½′ × 1½′ × 2′:

(*g*) If the Touring Veterinary Assistant Surgeon of a place is having his office accommodation in the local veterinary institution, he will be supplied with one junior clerk's table and one chair, but if he has been provided with office accommodation in a Government building

other than a veterinary institution or if he is in charge of a minor veterinary dispensary he will be provided with the following articles of furniture :—

(1) One junior clerk's table.

(2) Two chairs.

(3) One bench (long).

(4) One stool.

(5) One iron wash hand stand with basin, jug and soap dish.

(6) One sign board.

(*h*) Every Touring Veterinary Assistant Surgeon is supplied with the following articles whether he is provided with office accommodation or not :—

(1) Medicine chest.

(2) Inoculation outfit.

(3) Office box.

(4) Record box.

(*i*) The office box is intended for use on tour and is constructed to hold only the following registers and papers :—

(1) Current register.

(2) Despatch register.

(3) Register of cases treated on tour.

(4) Pending papers, about which correspondence is likely to be received while on tour.

(*j*) Record box is intended for the safe custody of records, etc., at headquarters and should not be taken on tour under any circumstances.

(*k*) Expenditure on the purchase of furniture should be restricted to the extent absolutely necessary from time to time subject to budget provision.

345. *Locks.*—Locks should be purchased only when actually required. The staff should obtain the sanction of the Controlling Officer each time a lock has to be purchased. When locks go out of order, they should be repaired locally. If they have become unserviceable and beyond repairs, they should be either auctioned or discarded with the sanction of the Controlling Officer. An account of the locks purchased and discarded should be kept in the non-expendable articles register.

Section 4—Stock Verification, Repairs, Empties, etc.

346. *Verification of stock.*– (1) The Head of an office or any other Government servant should take special care for the safe custody of the stores in his charge and maintain suitable stock accounts or inventories

for (*a*) expendable stores and (*b*) office furniture and all other stores except books, forms and stationery for which separate registers have been prescribed.

(Madras Financial Code, Article 133.)

(2) The model rules issued by Government regarding the maintenance, etc., of inventories of stores are printed in Appendix A (10).

(3) It is very necessary that the stores account should be maintained properly strictly in accordance with the rules in order to avoid lapses of the following kinds :—

(*a*) Non-compliance with the prescribed rules or procedure.

(*b*) Accumulation of arrears in the posting of stores ledgers.

(*c*) Improper maintenance of initial records.

(*d*) Accounting of various kinds of stores in a consolidated manner instead of accounting for them separately.

(*e*) Non-reconciliation of quantity balances with the ledger balances periodically.

(D. Dis. No. 733-I/53.)

347. (1) The District Veterinary Officers are required to maintain two registers, one for expendable stores and the other in two parts for (*a*) office furniture and (*b*) technical and miscellaneous stores.

(2) The stock of expendable stores should be maintained in the register for Expendable Articles and those for "Office furniture" and "Technical and Miscellaneous stores" should be maintained in Forms A and B respectively appended to the model rules printed in Appendix A (10) and in accordance with the rules laid down therein.

(3) The other departmental officers should maintain inventories of stores either in the forms prescribed for the District Veterinary Officers or in any other suitable form considered necessary for purposes of check at the end of each financial year.

(4) Every receipt and issue of stores should be recorded in the inventories at the time when the articles are received or issued as the case may be.

(Madras Financial Code, Article 133.)

(5) All inventories are permanent registers and so new ones should be opened only when necessary.

348. (1) Veterinary Assistant Surgeons in charge of veterinary institutions should maintain the prescribed registers for expendable and non-expendable articles.

(2) Every article in their possession such as instruments, furniture locks, books and maps should be separately entered in the Non-Expendable Articles Register. In this register, one page should be allotted for each kind of article so that one register may last for several years.

(D. Dis. No. 587-II/43 and D. Dis. No. 6880-II/48.)

(3) When Veterinary Assistant Surgeons are supplied with new instruments and other appliances, they should enter them in this register and report the fact of having done so to the Head Office or the Controlling Officer as the case may be when acknowledging the receipt of the articles.

(4) When any new article is supplied from the Head Office to a subordinate, a copy of the memorandum relating to the supply will be sent to the Controlling Officer concerned so that he may verify the entry of the article in the register at the time of his inspection.

(5) The amount of medicines in stock should be entered in the Expendable Articles Register and also the issues made from time to time. This register is not meant to refer to daily expenditure of medicines.

(6) To maintain this register easily, about six lines should be allotted to each drug as there should be no necessity for the Veterinary Assistant Surgeon to issue any of the drugs from the stock for more than six times in a month. When the year is over, the Veterinary Assistant Surgeon should carry forward the balances on hand to the new register.

(7) The non-Expendable Articles Register should be maintained by the Touring Veterinary Assistant Surgeons also, but it is left to the option of the District Veterinary Officer to decide whether a Touring Veterinary Assistant Surgeon should be asked to keep a register for expendable articles.

349. *Verification of stock.*—(1) All stores and furniture should be verified at least once a year and also whenever there is a change of incumbent.

(G.O. No. 360, Finance, 23rd May 1927 ; D.Dis. No. 454-C/27.)

(2) Every time the stock is verified, a certificate in the following form should be submitted to the Controlling Officer :—

" Certified that all furniture, technical and other stores have been duly accounted for in the stock registers. They have been verified by me on........................(date) and found correct according to the book balance."

(3) The staff should submit their annual verification certificate to the Controlling Officer concerned by the 10th April each year. All Departmental Officers should submit their annual store verification certificate to the Director by 15th April each year with the addition that similar certificates have been obtained from the subordinate offices.

(4) The Principal, Veterinary College, will see that the annual verification of stores in one section of the College is done by an officer of another section. No officer should be allowed to proceed on vacation leave until his stores have been checked and the necessary certificate signed.

350. *Repairs.*—(1) Veterinary Assistant Surgeons will address the District Veterinary Officer with regard to repairs to the medicine chest, inoculation box, instruments, furniture, etc., either locally or by the Medical Stores Depot, etc.

(2) If either the Director or a District Veterinary Officer remarks that an instrument requires repairs, it should be sent to the Medical Stores Depot direct for repairs and the fact intimated to the District Veterinary Officer. No instrument should be sent to the Head Office unless the District Veterinary Officer considers it necessary that the Director should see it.

(3) When stores are sent to Medical Stores Depot either for repair or any other purpose, they should invariably be accompanied by three vouchers in the prescribed form, one as a delivery voucher and the other two as receipt vouchers. The delivery voucher alone should be signed by the officer sending the article and this will be retained by the Medical Stores Depot. One of the receipt vouchers will be signed by an officer of the Medical Stores Depot in acknowledgment of the receipt of the article and returned to the sender.

351. *Empties and unserviceable articles.*—(1) All unserviceable stores and articles should be kept by the staff for inspection by the Controlling Officer before disposal. Empty bottles, jars, etc., not required at Government institutions and articles which have become useless, i.e., beyond economical repairs, should be auctioned or discarded with the sanction of the Controlling Officer and the sale-proceeds of auctioned articles credited to Government. In order to verify whether Veterinary Assistant Surgeons auction only the articles in respect of which permission has been given and whether the amount realized has been credited to Government, the Controlling Officers should invariably obtain from them sale lists of the articles auctioned and treasury receipts for amounts remitted into the treasury.

(2) A Touring Veterinary Assistant Surgeon, who is directly supplied with drugs, etc., from the Head Office, etc., should hand over the empty bottles and dealwood cases if they are of no use to him, to the Veterinary Assistant Surgeon in charge of the institution at his headquarters. A Touring Veterinary Assistant Surgeon at whose headquarters there is no institution and who cannot hand them over to the nearest institution within his jurisdiction without expenses, should auction them with the permission of the District Veterinary Officer concerned and credit the sale-proceeds into the treasury and submit the treasury chalan to the District Veterinary Officer.

Section 5—Stationery.

352. *Indenting officers.*—The Departmental officers are authorized to indent on the Controller of Stationery and Printing and obtain supplies of stationery articles free of charge for themselves and their subordinates.

All the departmental officers except the Principal, Veterinary College, should send their indents through the Head Office for being countersigned by the Director and transmitted to the stationery office.

353. *Due date.*—(1) The indent on the Controller of Stationery and Printing shall ordinarily be made only once a year in the prescribed form C.F. No. 342. The quantities claimed in the indent should represent the requirements for one calendar year (i.e., from 1st January to 31st December) for themselves and the staff working under them. As the indent should reach the Stationery Office not later than the 31st August of the preceding year, the indenting officers should see that their indents reach the countersigning authority on or before 1st August every year. In rare instances where supplementary indents are found necessary, they should be made in C.F. No. 343.

(2) The Veterinary Assistant Surgeons should submit to the Controlling Officer on or before the 5th December each year a list showing the balance of stationery articles on hand on 1st December of that year to enable the Controlling Officer to judge the requirements for the next year and arrange for their supply.

354. *Care in preparation.*—(1) Indenting officers shall see that the utmost care is exercised in the preparation and scrutiny of indents in order that supplementary indents can be avoided. Sanctioned strength of each grade and class of officers whose requirements have been included in the indent should be accurately shown in the distribution statement attached to the indent form. The scale fixed for each officer should be shown in the respective columns and the total in the distribution statement tallied with the respective quantities claimed in the indent.

(2) Appendix F (1) contains a list of articles issued on a fixed scale for stated periods and Appendix F (2) contains a list of articles which are specially sanctioned for some of the departmental officers. Articles issued for stated periods shall not be renewed until the expiry of the period prescribed for their use and even then, shall be renewed only on a certificate signed by the indenting officer to the following effect:—

"I hereby certify that the included in this indent are required to replace which were supplied in the year and that I have personally ascertained that the articles have been worn out by fair usage."

355. *Local purchase.*—The Director is authorized to sanction petty purchases of stationery articles to which the departmental officers are entitled up to a limit of Rs. 50 in each case for one year provided that the want of such articles could not have been foreseen and included in their annual indents for stationery and that they are so urgently required that public interests will suffer by the delay involved in indenting on the stationery office for supply. Applications for local purchase of stationery articles should be submitted to the Director through the Controller of Stationery and Printing, Madras. Stationery articles should not be purchased locally without the previous sanction of the Director.

(G.O. No. 2637, Education, 21st October 1948; R. Dis. No. 7658-II/48.)

356. *Non-expendable stationery.*—(1) The first supply of articles such as typewriters, duplicating machines, finger-printing apparatus requires the sanction of Government.

(2) Articles such as ink-stands, rulers, wooden flats are not consumed by use and may ordinarily be expected to last for an indefinite period and no application for renewal will be considered without a satisfactory explanation.

357. *Stock book.*—(1) Each departmental officer should maintain a register of stationery articles in C.F. No. 345. Veterinary Assistant Surgeons should maintain a manuscript register in the following form :—

Date of receipt or issue.	From whom received or to whom issued.	Receipts.	Issues.	Balance.	Initials.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(2) Each supply of stationery shall immediately on receipt be entered in the register and the issues regularly posted in it and the balance struck then and there. The quantity of stock on any given date will then be readily ascertainable by reference to the stock book. The book shall be examined and initialled once a quarter by the officers concerned.

358. *Verification of stock.*—(1) The officers whose stationery indents are countersigned by a superior officer shall forward a certificate once a quarter to the Controlling Officer to the following effect so as to reach not later than the 10th April, 10th July, 10th October and 10th January to the following effect :—

"I hereby certify that the stock of stationery articles has been examined on (date) and

(i) that each and every item of stationery received during the quarter either from the Stationery Office or from any other source finds place in the stock book ;

(ii) that every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance in the stock book ;

(iii) that no officer or other Government servant has been supplied during the quarter with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of all articles, that he has not been supplied in excess of actual requirements ;

(iv) that every issue has been acknowledged by the recipient in the stock book and has been made only on demand ;

(v) that acknowledgment has been duly obtained for each and every article issued to other offices ;

(vi) that all balances shown in old stock books have been correctly brought forward in the new stock book ;

(vii) that paper is duly accounted for in the stock books in reams of 500 sheets ;

(viii) that no articles liable to deterioration have been kept in stock for long periods without issue ; and

(ix) that I have obtained similar certificates from my subordinate officers."

(D. Dis. No. 1619-E/33 ; D. Dis. No. 1955-II/54 ; D. Dis. No. 6495-B/54.)

(2) A similar certificate for all the four quarters shall be submitted by the subordinates to the Controlling Officer on the last day of each quarter.

359. *Loss or damage.*—Each case of loss or damage to stationery articles shall be reported to the Director with full facts of the case together with the name of the person responsible for it. The matter will be investigated by the Director and orders issued for recovery or write-off of the value as the case may be.

360. *Supply to new offices.*—In order to avoid delay in the supply of stationery to new Government offices which come into being, all proposals for creation of new offices should include proposals for supply of stationery articles also.

(Government Memorandum No. 37645-E/47-1, Development, 28th April 1947 ; D. Dis. No. 2614-II/47.)

361. *Flat file cases.*—(1) Any additions to the sanctioned scale of supply requires the sanction of Government and therefore proposals from the departmental officers for increasing the scale of supply should be fully justified by facts and figures.

(2) Worn out flat file cases may be sent to the Superintendent, Government Press, for repairs. If the Superintendent, Government Press, condemns any flat file cases as beyond repairs, they may be renewed by a fresh indent on the Controller of Stationery and Printing through the countersigning authority.

(3) Flat file cases should be used for papers under disposal and not for keeping records or for despatch of papers by post.

362. *Typewriters, duplicators, etc.*—(1) In order to ensure the efficient maintenance of typewriters, duplicators (cyclostyle machine), the particulars of each machine should be recorded from time to time in a "Machine Card" in the prescribed form which should be pasted on to a straw board and kept with the machine to which it relates.

(2) A register in the form specified below should be maintained in all Government offices which use typewriters, duplicators or calculating machines, etc., supplied by the Controller of Stationery and Printing.

Register of Typewriters, Duplicators and Calculators, etc., in use in Government Offices.

(1) Serial number.

(2) Pattern of the machine:

(3) Serial number of the machine.

(4) Date of supply.

(5) Permanent 'F' number assigned by the Stationery Department.

(6) Name of the company, reference number and date with which sent for repairs. (7) Reference number and date with which returned by the company duly repaired. (8) Date of condemnation, Reference number and date of the Stationery Department.	Machines supplied on regular basis.
(9) When received and from whom. (10) When returned and to whom.	Loan machines.

(11) Remarks.

(G.O. Ms. No. 4082, Public Works, 22nd November 1954 ; D. Dis. No. 850-B/54.)

363. *Repairs.*—(1) If a machine requires repairs a reference should be made to the Controller of Stationery and Printing. If the repairs could not be carried out locally in the mufassal, the Controller will instruct the officer concerned to send the machine to him or to the respective agents for repairs. If the machine is condemned by the Controller of Stationery and Printing, he will supply a new machine. The machines should always be sent well packed by passenger train and not by goods train.

(2) If an officer finds it necessary to have a substitute machine while his typewriter is under repairs, he should before despatching his typewriter address the Controller of Stationery and Printing who will arrange, if possible, to supply a machine for temporary use.

(3) Heads of offices in the Madras City should address the Storekeeper, Stationery Stores, First Line Beach, Madras-1, requisitioning services of Government mechanics to carry out minor repairs and adjustments to the typewriters in their offices. If the mechanic who attends on the machine certifies that the work of repairs and adjustments cannot be carried out by him and that the machines required workshop attention or replacement of parts, only then, the machines should be sent to the respective companies for repairs.

(D. Dis. No. 924-B/54.)

(4) Stylus pen for duplicating machines when it becomes unserviceable need not be sent to the Controller of Stationery and Printing

but it can be renewed on the production of a certificate to the effect that it is worn out and unfit for further use.

364. *Clothing.*—(1) The initial supply of warm clothing and liveries for the last grade Government servants and menials requires the sanction of Government. The Director is, however, empowered to sanction after previous consultation with the Controller of Stationery and Printing the supply of warm clothing to additional menials in the department employed in the hill-tracts or are required to tour occasionally in the hills provided the Government have already sanctioned such supply to the same class of servants of this department in the locality concerned. A list of clothing sanctioned for low-paid Government servants is in Appendix F (3). [Rule 98 (iii) of the Stationery Manual.]

(2) Officers authorized to obtain clothing from the Stationery office should send their indents for initial and renewal supplies through the immediate superior officer and through such officers who are empowered to countersign their indents for stationery articles. Ready-made garments made of Khadi should however be obtained from the Superintendent, Central Jail, Coimbatore. [See also paragraph 317 (1).]

(G.O. No. 182, Rural Welfare, 29th August 1950; D. Dis. No. 6372-II/50.)

(3) Clothing (ordinary and warm) should be renewed only when really necessary and not merely because the period of wear prescribed has expired in respect of the clothing already supplied. Indents for renewals should be prepared in the prescribed form accompanied by a certificate signed by a responsible officer to the effect that he has found after examination that the articles of clothing supplied previously have become useless and unfit for further use.

(Government Memorandum No. 15444-B/43-1, Education, 16th June 1943; D. Dis. No. 2597-II/43.)

(4) When renewed, the old clothing may be made over to the servants concerned as their private property to be disposed off as they like. The clothing supplied to any servant who dies, resigns or is discharged while it is in use shall be obtained and issued to his successor.

(5) In the case of warm clothing supplied to peons attached to officers who tour occasionally on the hills and whose headquarters are on the plains, the warm clothing, on return to headquarters from tour shall be kept in the office safely, precautions being taken to prevent damage by insects or moths. The clothing shall be washed and repaired when necessary and shall be aired frequently.

365. *Belts and badges to peons.*—(1) A Controlling Officer may arrange for the supply of belts and badges to peons at the rate of one for each post. The belts should not be replaced at Government expense more often than once in two years. If it is found necessary to replace a belt after a shorter interval owing to careless usage or any other cause that could have been avoided or to replace a badge for a similar reason, the

cost should be recovered from the person concerned. A contingent bill on which any charges for belts and badges are drawn should show the date and other particulars of the last supply.

(2) The badges for the peons of this department shall be oblong, octagonal in shape. Electro-plate badges are supplied to the peons in the Head Office and the peons in all the other offices of the department are supplied with brass badges. The badges should contain no emblem, but only the words "Madras Government" with the name of the department or the office inscribed therein.

[G.O. No. 179, Public (Political), 23rd January 1951 ; D. Dis. No. 934-II/51.]

(3) The prescribed colour of the belts for the peons of the Animal Husbandry Department is navy-blue body with red border. Indenting officers should invariably specify this colour when placing an order for the supply.

(D. Dis. No. 4901-II/42.)

(4) Brass badges for peons should be obtained from Public Works Workshop, Madras, or from the Jail Department and belts should be obtained from the Jail Department.

Section 6—Forms.

366. *General.*—Forms as a rule are standardized by Government. The Director, and the Principal, Veterinary College, have however been authorized to sanction modifications in existing forms or the standardization of new forms for offices subordinate to them.

367. *Indent—Due date.*—The table below shows the different kinds of standardized forms, the period for which they are intended for use and the dates on which the respective indents are due :—

Kind of form.	*Period for which supplied.*	*Last date in the preceding year when the indents should reach*	
		The Countersigning Officer.	*The Superintendent, Government, Press, Madras.*
(1)	(2)	(3)	(4)
Treasury and Account Code Forms.	1st January to 31st December.	15th February ..	15th March.
Common forms	Do.	15th March ..	15th April.
Printed economy labels.*	1st April to 31st March.	15th July ..	1st September.
Covers	Do.	1st August ..	Do.
Forms special to the Animal Husbandry Department.†	Do.	15th August ..	15th September.

* The requirements of blank economy labels should be included in the annual indent for stationery articles.

† A complete list of the standard forms special to this department is given in Appendix J (1).

368. *Indenting officers.*—(1) The Departmental officers who are separate units for indent and supply of printed forms, except the Principal, Veterinary College, Madras, should submit their indents to the Director for being sent to the Press together with a distribution statement.

(2) The forms will be supplied direct from the Press to all officers recognized as units of supply. All correspondence regarding the non-receipt or short supplies should be made direct with the Superintendent, Government Press, Madras.

369. *Care in the preparation of indents.*—(1) Supplementary indents for forms are as a rule inadmissible. The Head Office does not stock forms for supply to the staff. Indenting Officers should, therefore, prepare their indents for standardized forms, correctly estimating their own requirements and those of the staff working under them.

(2) Instructions given on the front page and the last page of the printed indent form and in the remarks column in the body of the indent form should be strictly observed.

(3) Where forms have to be printed in languages of the State, the number required in each language should be specifically stated.

(4) No forms should be added in manuscript unless they have been specially sanctioned by the Government or a competent authority. The number and date of the order should be quoted.

370. *List of excess forms.*—A correct list of excess stock of forms available and fit for transfer elsewhere should be sent along with the indent. Old and obsolete forms should not be shown in the excess stock list, but be used as cutslips or utilized for packing purposes. The transfer of excess forms from one office to another will be ordered by the Director as part supply of the latter's indent, and a list of forms which are available for transfer outside the Department will be sent to the Superintendent, Government Press, by the Director along with the indents.

371. *Covers.*—(1) Indents for common covers and confidential covers for the calendar year should be submitted in duplicate to the Head Office not later than the 1st August of the preceding year, as in the case of printed economy labels.

(D. Dis. No. 4740-II/53.)

(2) For demi-official correspondence also the small size standard common cover should be used. Economy labels should be used for these covers in suitable cases.

(G.O. No. 510, Education, 5th April 1943 ; D.Dis. No. 1384-II/43.)

372. *Stock book.*—Heads of officers should maintain accounts for the different kinds of forms and covers in the printed register C.F. No. 345 and Veterinary Assistant Surgeons in the same manuscript register as prescribed for stationery articles.

373. *Calendars.*—Sheet calendars, card calendars and tablet diaries are obtained by the Head office from the Government Press according to the scale fixed by the Government and distributed to the Departmental officers. Additional requirements of these on account of new Gazetted Officers and their offices should be reported to the Head office before 1st September of the preceding calendar year for being intimated to the Superintendent, Government Press.

(G.O. No. 1886, Education, 30th September 1946 ; D. Dis. No. 5294-II/46 ; and D. Dis. No. 5141-II/39.)

374. *Printing work.*—(1) Ordinary printing at the Government Press may be ordered by the following officers of this department :—

Director.

Principal, Veterinary College.

Superintendent, Institute of Veterinary Preventive Medicine.

(2) No work shall be printed unless at least 50 copies are actually required. Matters which can be conveniently or more cheaply copied by typewriting or duplicating machines should not be printed. The restriction as to the minimum number of copies does not apply to (*a*) Annual Administration Reports of the Department, (*b*) Reports of the Superintendent, Institute of Veterinary Preventive Medicine, (*c*) Establishment lists and (*d*) Veterinary College Calendar.

(3) The number of printed copies required should be calculated carefully for all anticipated requirements so that unnecessary reprinting may be avoided.

(4) The following are exempted from the rules relating to printing of standard forms which are obtained on annual indents :—

(i) Medicines label books.

(ii) Circular and other communications of professional and scientific importance, if more than 50 copies are required (not routine circulars).

(iii) Institute of Veterinary Preventive Medicine—Labels for bottles, address slips, charts, notices, special forms and registers, etc.

(5) All printing work should be given only to Government Press. If the Superintendent, Government Press, suggests entrusting the printing work to private presses, the quotations obtained from the private presses, should be sent to the Superintendent, Government Press, for acceptance before the work is given to the private press. The bill of cost should also be sent to the Government Press for verification before payment.

(D. Dis. No. 2277-II/51.)

375. *Rubber stamps.*—(1) Rubber stamps of approved descriptions are supplied free from the Government Press to the departmental officers on indent if the supply has been sanctioned in the first instance by the Director.

NOTE.—Rubber stamps for "account heads" are not included in the approved descriptions.

(2) Stamps requiring repairs or old stamps for which new ones are to be supplied may be forwarded by any Gazetted Officer to the Government Press direct for necessary repairs and return.

(3) Indents for pads and tin boxes for the pads shall be made on the Superintendent, Government Press, in the prescribed form (C.F. No. 341). Rubber stamp inks and brushes required for offices should be obtained by inclusion in the annual indent for stationery articles on the Controller of Stationery and Printing.

(4) Brass seal for impressions on sealing wax are supplied by the Public Works Workshop and not by the Government Press.

Section 7—Books and Maps.

376. *Government publications.*—Publications of the Madras Government like Codes, Manuals, etc., and their correction slips which are supplied free are received in the Head office and distributed to the departmental officers according to necessity and the number of copies available.

377. *Correction slips.*—Correction slips supplied should be cut and posted on the concerned pages of the respective Codes and Manuals as soon as they are received. The correction slips should be gummed in such a way that they could be pasted in the inside portion of the page near the binding and should never be pasted to the outer edge of the page.

378. *Non-Government publications.*—(1) The Director may sanction the purchase of a book in case he is satisfied that the book is absolutely necessary for the discharge of official duties. The supply of any private publications to a whole class of officers in the department, however, requires the sanction of Government.

(2) The Principal, Veterinary College and other departmental officers should obtain the sanction of the Director for the purchase of books and other publications required by themselves and the staff.

(3) The Principal, Veterinary College, will prepare an annual list of books required for the College library together with the price of each book, names of publishers, etc., and submit it to the Director for sanction. When submitting the list, the Principal should state whether the required funds are available.

379. *Scale of supply to District Veterinary Officers.*—(1) The following books and periodicals are sanctioned for each District Veterinary Officer:—

I. Books—

(*a*) Veterinary Pathology and Bacteriology by Professor Gaiger and G. O. Davis in cases where Stitt's Bacteriology has not already been supplied.

(*b*) Animal Nutrition and Veterinary Dietetics by R. G. Linton.

(c) Veterinary Hygiene, by R. G. Linton.

(d) The Principles and Practice of Meat Inspection by G. Leighton.

(e) Special Pathology and Therapeutics of the Diseases of Domestic Animals (3 Volumes) by F. Hutyra and J. Marek.

(f) Poultry Keeping in India by A. E. Slator.

(D.Dis. No. 1567-I/45.)

II. Periodicals—

(a) Veterinary Record.

(b) Veterinary Journal.

(c) Journal of Comparative Pathology and Therapeutics.

(d) Indian Veterinary Journal.

(e) Indian Farming.

(f) Indian Journal of Veterinary Science and Animal Husbandry.

(g) Quarterly list of Gazetted Officers in the Madras State.

(D.Dis. No. 9093-III/52.)

(2) The District Veterinary Officers should, after perusal, circulate the journals to the Veterinary Assistant Surgeons in their charge and finally file them in their own offices. In order to prevent loses of publications sent in circulation and to fix responsibility if loss occurs, the following procedure should be followed :—

(i) Suitable registers should be maintained to watch the receipt and disposal of publications.

(ii) Whenever publications are sent by one office to another they should invariably be sent by registered post.

(iii) Books and publications kept in every office should be verified by the Head of office as often as necessary, at least once a year.

(3) The Departmental officers are responsible for reporting direct to the Agents through whom books and periodicals are ordered, the non-receipt of an issue of a journal if it is not received in proper time.

(4) Whenever publications like the Annual Administration reports of the Animal Husbandry Departments of the other States, etc., are circulated to the departmental officers for their perusal from the Head Office, they should not be kept with each officer for more than a week.

380. *Books sanctioned for veterinary institutions.*—(1) The following books are sanctioned for all veterinary hospitals and dispensaries :—

(a) Encyclopaedia of Veterinary Medicine, Surgery and Obstetrics, 2 Volumes by G.H. Wooldridge.

(G.O. No. 1125, Development, 8th August 1923.)

(b) Surgical Diseases of the Dog and Cat, by Hobday.

(G.O. No. 1992, Development, 21st November 1924.)

(c) Wallis Hoare's Materia Medica and Therapeutics, edited by Grieg.

(G.O. No. 1568, Development, 6th September 1924.)

(d) "Veterinary Pathology and Bacteriology" by Professor Gaiger and G. O. Davis to veterinary institutions to which Veterinary Assistant Surgeons who have undergone the Refresher Course are posted. This book should not be supplied in cases where "Practical Bacteriology" by E. R. Stitt has already been supplied.

(G.O. No. 957, Development, 8th August 1933.)

(e) "Gosamrakshana" in Tamil, by R. Gopala Ayyar (to Veterinary Institutions and Touring Billets only in the Tamil area).

(G.O. No. 1591, Development, 22nd August 1930.)

(f) "Notes on Bazaar and indigenous drugs for treatment of animals" by N. D. Dasan (to Veterinary institutions and Touring Billets).

(G.O. No. 1679, Development, 13th December 1934.)

(2) The District Veterinary Officers should see that the institutions in their charge are supplied with the reference books which are necessary, but the Veterinary Assistant Surgeons in charge of the institutions should not indent for any of the books mentioned above when other modern books on the same subject have been supplied.

381. *Register of books.*—A register of books in the prescribed common form should be maintained by all departmental officers but the Veterinary Assistant Surgeons in charge of Veterinary Institutions should enter the books available with them in the Non-Expendible Articles Register.

382. *Maps.*—(1) The District Veterinary Officers are each supplied with (a) District Touring Map and (b) a set of Taluk Maps of the district. The Touring Veterinary Assistant Surgeons are each supplied with Taluk Maps concerning their jurisdiction.

(G.O. No. 505, Revenue, 17th March 1933; R.Dis. No. 1112-E/33; G.O. No. 2341, Revenue 31st October 1936; R.Dis. No. 901-F/36; G.O. No. 2104, Revenue, 21st September 1942; R.Dis. No. 3871-I/42.)

(2) Maps covering an area within the State required for departmental use according to the scale sanctioned by Government are supplied free of cost. A statement showing the various maps published in Central Survey Office, officers to whom they are to be supplied on publication and the number of copies to be supplied is given in Appendix G.

(G.O. No. 2210, Revenue, 21st August 1951; D.Dis. No. 11278-II/51.)

(3) Applications for supply of new maps should be addressed to the Director. Each applicant should state the purpose for which the maps are required. If the Director considers that the supply of maps asked for is absolutely necessary, he will obtain the sanction of the Board of Revenue, Land Revenue and Irrigation and the supply will be made by the Central Survey Office, Madras.

(G.O. No. 1317, Public, 17th May 1943; D.Dis. No. 8882-II/41.)

(4) All requests for maps of areas outside the State should be referred to the Government for orders.

(5) If maps are supplied unmounted, the departmental officers should address the Director for permission for getting them mounted on cloth and folded by the Superintendent, Government Press.

(6) Maps supplied to the departmental officers and the staff should be kept under proper custody and when not in use, should be kept locked in a secure place.

383. *Book-binding.*—(1) The Director, the Principal, Veterinary College and the Superintendent, Institute of Veterinary Preventive Medicine, are authorized to send papers for binding at the Government Press. No loose forms or papers should be sent to the Government Press to be bound. Rough binding or stitching of files and records should be carried out by peons or attenders attached to the office concerned.

(2) The departmental officers other than the Principal and the Superintendent, Institute of Veterinary Preventive Medicine, should address the Director for sanctioning the binding of the periodicals, etc., when necessary. Binding work for the departmental officers in the following districts shall be sent to the institution noted against each.

District.	*Book binding Institution.*
1 North Arcot	Central Jail, Vellore.
2 Chingleput	Penitentiary Branch Press, Madras.
3 Coimbatore and the Nilgiris ..	Central Jail, Coimbatore.
4 Madurai	District Jail, Madurai.
5 Ramanathapuram	Do.
6 Malabar	Central Jail, Cannanore.
7 South Kanara	Do.
8 Salem	Central Jail, Salem.
9 South Arcot	District Jail, Cuddalore.
10 Tanjore	Borstal School, Tanjore.
11 Tirunelveli	Borstal School, Palamcottah.
12 Tiruchirappalli	Central Jail, Tiruchirappalli.
13 Madras	Government Press, Madras.

(3) Journals and periodicals, the binding of which has been sanctioned by the Director should be carefully examined and arranged before despatch to the Press and no volume that is incomplete should be sent for binding. If periodicals, etc., are to be bound to match a particular style, a specimen copy of a previously bound volume should be sent to the Jail or the Press as the case may be. A duplicate list of papers which have to be bound should be sent, one copy of which will be signed by the Jail or Press and returned to the indenting officer.

All reference books and maps should be retained permanently or until they are superseded by new editions.

Section 8—Government Vehicles.

384. *Motor Vehicles.*—(1) The Director may sanction expenditure on repairs to motor vans, lorries and ambulances belonging to the department up to a limit of Rs. 500 for repairs carried out at a time to one or more number of vehicles subject to the conditions that the rules regarding the invitation of tenders for the execution of the works are observed.

(2) Log books or trip sheets should be maintained in respect of every vehicle.

(3) The following officers of this department have been included in the list of Direct Demanding Officers against the rate contract for the purchase of tubes and tyres for motor vehicles :—

(1) Director of Animal Husbandry.

(2) Principal, Veterinary College, Madras.

(3) Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.

(D.Dis. No. 10184-II/49.)

(4) Those who are not authorized to make purchase under the rate contract system may obtain their requirements of tyres and tubes from the branch officers of the tyre companies up to a limit of Rs. 1,000 at a time with the sanction of the Head Office.

(G.O. No. 900, Home, 17th March 1953 ; D.Dis. No. 1323-II/53.)

(5) The motor vehicles in the charge of this department are periodically inspected by the concerned Area Transport Officers and the defects pointed out. It is the duty of the departmental officers to see that the defects pointed out by the Area Transport Officer are rectified then and there to avoid further damage to the vehicle.

(D.Dis. No. 4126-II/53.)

(6) The Collectors can ask the District Officers to spare their vehicles for short period of time in connection with the visits of the Ministers, etc., in the districts. The departmental officers may lend the vehicles of this department on such occasions without dislocating their own work. The cost of petrol, oil, driver's wages, etc., for the period may be borne by this department and not by the Collector.

(D.Dis. No. 4217-II/53.)

385. *Hire charges.*—Several kinds of vehicles such as motor cars, lorries, station wagons and land rovers and also carts, etc., drawn by bullocks are supplied to some of the departmental officers. These are hired to the staff on payment of scheduled hire charges as given below :—

Particulars of the vehicles.	*Hire charges.*	*Detention charges.*
	RS. A. P.	RS. A. P.
1 Lorries	1 2 0 per mile	.. 3 0 0 per hour.
2 Station wagons ..	0 10 0 per mile	.. 5 0 0 per hour subject to a maximum of Rs. 10.

Particulars of the vehicles.	Hire charges.	Detention charges.
3 Double-bullock cart ..	0 6 0 per mile subject to a minimum of Rs. 1–8–0. For longer journeys beyond six miles, a batta of As. 12 will be collected for each journey.	1 0 0 per hour. No charges will be collected for detention below one hour. Portions of an hour beyond the first one hour will be treated as a whole hour for collection of detention charges.
4 Trolly	Do.	Do.
5 Trap	Do.	Do.
6 Single-bullock cart ..	0 4 0 per mile subject to a minimum of As. 12. For longer journeys, beyond a distance of six miles, a batta of As. 12 will be collected for each journey.	0 8 0 Do.
7 Cart for school-going children.	2 0 0 per seat per mensem.	Nil. For rules, see paragraph 386.
8 Students' Bus, Veterinary College.	The amount collected from the students of the College by the sale of tickets for the use of the motor vehicles should cover the running charges and the non-recurring expenditure on repairs of the vehicles.	

(G.O. No. 3791, Development, 15th July 1949; D.Dis. No. 3877-II/48.)

386. *School-going cart.*—The following are the rules for the use of bullock cart by school-going children :—

(1) The bullock cart is generally intended for the school-going children of the staff attached to or living within the premises of the Institution.

(2) Government work will however have priority in the use of the cart.

(3) The rate of hire will be Rs. 2 per seat per month for every child going to school.

(4) The monthly hire charges are payable in advance. In the case of school-going children the charges should be paid before the 5th of the month to which they relate.

(5) A rebate of Re. 1 per seat will be allowed if the cart is not used by a school-going child continuously for 15 days or more in a month.

(6) The timings for the cart will be arranged by the Head of the Institution according to the normal working hours of the schools and no additional trips will be arranged to suit the convenience of every individual parent or guardian or to adhere to the hours of a particular school.

(7) Parents and guardians of the children should make their own arrangements for the conveyance of their children to the school when the cart is under repairs or the bullocks are disabled.

(8) The Head of the Institution has the right to reject the hiring of the cart to any one without assigning any reason therefor.

(G.O. No. 1854, Agriculture, 5 June 1954 ; R.Dis. No. 9142-II/53.)

387. *Accidents—Settlement of claims.*—(1) The Director has been appointed as "authorized officer" for settlement of claims arising out of accidents in which Government-owned motor vehicles of the Animal Husbandry Department are involved. He is also authorized to sanction the amounts up to Rs. 500 in each case for settlement of claims out of court.

(G.O. No. 2599, Development, 3 June 1953 ; D.Dis. No. 2953-I/51.)

(2) Neither the driver nor any officer other than Director should (i) embark on or incur any expenditure on litigation, (ii) make any offer or promise of payments or settlement or (iii) make any admission of liability in respect of any claim made by a third party.

(G.O. No. 2320, Home, 7 June 1949; D.Dis. No. 5648-II/49.)

CHAPTER XI—BUILDINGS.

388. *Renting of private buildings.*—(1) The Controlling Officers are empowered to deal with the question of selection of private buildings for offices and institutions under their control but they should address the Head Office for the sanction of rent. The Director is authorized to sanction rent for buildings for the location of the Veterinary Institutions with or without residential accommodation up to a maximum of Rs. 60 per mensem in each case. In the case of Minor Veterinary Dispensaries, the rent should not exceed Rs. 30 per month.

(G.O. No. 4341, Development, 11 October 1952 ; R. Dis. No. 2-II/52 ;
G.O. No. 182, Development, 12th January 1950 ; R.Dis. No. 3054-II/48.)

(2) No private building may be rented if any suitable building belonging to Government is available for the purpose for which a building is required. This information should be ascertained from the Executive Engineer concerned before selecting a private building.

[Madras Financial Code, Appendix 7 (49].

(3) In selecting a private building for a Veterinary dispensary, it should be remembered that the building, if possible, should contain two rooms about 12 feet by 12 feet each, and be situated in a compound of its own, large enough to admit of temporary sheds being erected in it for tying animals and for conducting operations.

(4) If a larger building is obtainable, quarters for the Veterinary Assistant Surgeon in charge may be provided in it as it is desirable that the Veterinary Assistant Surgeon resides within the premises of the institution.

[Madras Financial Code, Appendix 7 (49) C.]

389. *Payment of rent.*—(1) The monthly rent for a private building should not be paid in advance but only on the first working day after each month's occupation. When claiming the first charge for rent in every year for a private building used to provide office or residential accommodation, the drawing officer should attach to the bill a certificate from the Executive Engineer that a suitable public building was not available as also a certificate that the amount of rent fixed is reasonable, having regard to the local conditions and to the scale of accommodation provided.

NOTE.—The Executive Engineer's certificate about the reasonableness of rent may be dispensed with in cases where the rent payable is less than Rs. 15 per mensem and the building concerned is not at the headquarters of the section officer or subdivisional officer.

(2) When a rented building is in a municipality, the first bill should also be supported either by a letter from the Executive Authority stating what amount he considers to be a reasonable rent for the building, such amount being not less than the rent charged in the bill or by an order

of the Head of the Department sanctioning the payment of the rent, if the rent is higher than that recommended by the Executive Authority.

(Instruction No. 7, T.R. 16.)

(3) In cases, however, where the rent is fixed by the Rent Controller under the Madras Building (Lease and Rent Control) Act, 1946, only the certificate from the Executive Engineer that no suitable building is available need be furnished and not the other certificates mentioned above.

(D.Dis. No. 3212-I/47.)

390. *Lease deed.*—(1) In respect of all private buildings taken for departmental purposes a lease deed in the form given in Appendix B (6) should be executed with the owner of the property with such additions and alterations that may be necessary to suit each case. The term of the lease may generally be for a period of three years at a time. A draft copy of the agreement to be entered into with the owner of the building should be sent to the Head Office for approval. After the draft is approved by the Director, the agreement should be executed by the owner on a stamp paper of the value of Rs. 1–8–0. The document should then be submitted by the Controlling Officer for the Director's signature and return. The lease deed, as soon as it is received back from the Director should be registered by presentation at the concerned sub-registration office. When returning the document for registration, the Director will authorize a local departmental officer to appear before the Sub-Registrar on his behalf. The date of registration of the lease deed should be reported to the Head Office.

(2) According to the terms of the lease deed, the owner is bound to keep the building in good habitable repair and condition. No repairs or structural alterations should be carried out to a rented building at the cost of Government. Under the clause of the first paragraph of the lease deed executed by this department with the owner of the building the usufruct of trees in the compound will have to be enjoyed by this department and not by the owner, there being no express reservation thereof.

(D. Dis. No. 7456-II/40.)

(3) Insurance against fire of private buildings rented by Government is left to the option of the owner. If he insures the building, he should pay the premium out of the rent he receives from the Government.

(C. No. 4913-I/43.)

(4) The renewal of lease deeds should be taken up at least two months before the date of expiry of the current term of the lease deed.

(D.Dis. No. 6908-II/53.)

391. *Construction of permanent buildings.*—(1) When it is considered that an institution situated in a rented building requires permanent buildings, proposals should be submitted to the Head Office by the

Controlling Officer concerned furnishing information on the following points :—

(a) in what kind of building the institution is located ;

(b) the accommodation available ;

(c) the amount of work which is being done or likely to be done at the institution ; and

(d) the buildings which it is considered should be constructed.

(2) Ordinarily, there should be no necessity for the construction of standard buildings for a Veterinary Dispensary in a place where the average daily attendance is less than 20, but if the building in which the dispensary is located is not satisfactory and no other suitable building is procurable, proposals should be made to select a site and construct type-design buildings.

392. *Selection of site.*—(1) The general approval of the Head Office to the construction of standard buildings having been obtained, the next thing for the Controlling Officer to do is to select a site. In selecting a site the following are the chief points to be remembered :—

(a) The area should be sufficient for immediate requirements and also capable of allowing future additions of buildings.

NOTE.—An area of about 2 acres is required for a Veterinary Hospital. In places where a horse ward or kennels are not likely to be necessary, a smaller area should be sufficient.

(b) The plot selected should be as rectangular and level as possible.

(c) The soil should be of gravel, if possible, but in any case capable of being well drained.

(d) A good supply of water either on or very near the site is essential.

(e) The site should be as near the centre of the town as possible.

(2) In connexion with the selection of sites for the opening of Livestock farms in the districts, the proposals of the Departmental Officers should contain the following particulars of the land which should be comprehensive and complete :—

(D.Dis. No. 5420-II/48.)

(a) Location—District, taluk and village.

(b) Extent—Area proposed to be acquired with survey numbers and site plan.

(c) Classification of land—Wet, dry, etc.

(d) Whether Government or private land.

(e) If private approximate value—Rate per acre.

(f) Nature of soil.

(g) Approximate annual rainfall and its distribution.

(*h*) Water facilities—Number of wells, tanks, etc.—Sufficiency and quality.

(*i*) Cultivated area and area that can be brought under cultivation.

(*j*) Communication—Proximity to railway station—Trunk road.

(*k*) Fodder and other crops grown in neighbourhood.

(*l*) Availability of fodder and other cattlefood like cotton seed, groundnut oil cake, etc.

(*m*) Labour—Availability—Quality.

(*n*) Electricity—Availability.

(*o*) Healthiness of the place—Climate.

(*p*) Distance from the nearest village and town—Facilities for education—(mention the standard in respect of the school) medical aid.

(*q*) An economic survey of the locality.

(*r*) Standard of livestock prevailing in the locality.

(D.Dis. No. 5420-II/48.)

(3) First of all, the Controlling Officer should select a suitable Government land for the purpose in consultation with the officers of the Revenue department. Lands which are in charge of the Public Works Department or of other Government departments except the Forest department (whether situated in the City of Madras or elsewhere) and which are not required by those departments for some administrative purpose or for some sanctioned scheme which has to be executed in the near future should not be retained by them, but should be handed over to the Collector of the district who will, if the lands are not to be made available for assignment, make the necessary entries in the Prohibitory Order Book of the district.

(4) If suitable Government land is not available, the Controlling Officer should select a private site, but due consideration should be paid to the question of cost.

(5) As soon as a site is selected, the Controlling Officer should ascertain from the local Public Works Department official, whether it is suitable to be built upon from an engineering point of view. If that officer declares the proposed site suitable, the Head Office should be addressed and if the Director approves of the site, the Collector should, if necessary, be asked to obtain the approval of a Site Committee which ordinarily consists of the Collector, the Municipal Health Officer, the Executive Engineer and an officer of this department.

(G.Os. Nos. 639, W., 7 May 1912 and No. 1143, W., 27th April 1928.)

(6) After obtaining the approval of the Site Committee the Superintending Engineer concerned should be asked to arrange for the preparation of preliminary plans and approximate estimates for the construction of the necessary works and buildings including the cost of acquiring

the land under the Land Acquisition Act. The estimate should also include the cost of electric installation if electricity is locally available. The plans and estimates received from the Superintending Engineer should be scrutinized by the Controlling Officer and submitted to the Head Office with detailed proposals for the acquisition of the land and erection of buildings, etc.

(6-*a*) When acquisition of land under the Land Acquisition Act is proposed, a copy of the requisition sent to the Revenue Divisional Officer concerned in the prescribed form should be sent also to the Collector of the district.

[B.S.O. No. 9 -6 (1) ; D. Dis. No. 361-III/51.]

(7) The Departmental Officers should bear in mind that if any scheme is to be included as a part II proposal for the following year it must reach Government not later than 1st October and therefore plans and estimates for any such scheme must reach the Head Office by September 1st at the latest.

393. *Type-design buildings for Veterinary Hospital.*—(1) Regular type-designs for the following buildings which are required for a Veterinary Hospital have been issued by Government :—

(*a*) Dispensary buildings—Design C.A. No. 211/36.

(G.O. No. 627, Public Works, 23rd March 1937.)

(*b*) Cattle shed for 8 animals—Design San. 11/1915.

(G.O. No. 1474 W., 19th November 1947.)

(*c*) Combined dressing and operation shed—Design C.A. No. 125/27.

G.O. No. 2548, Public Works, 5th November 1927.)

(*d*) Quarters for the Veterinary Assistant Surgeon in charge with latrine—Design J.C.A. No. 519/52.

(G.O. No. 2950, Development, 25th June 1953 ; R. Dis. No. 7624-II/46.)

(*e*) Quarters for compounder with latrine—Design J.C.A. No. 520/52.

(G.O. No. 2950, Development, 25th June 1953 ; R. Dis. No. 7624-II/46.)

(*f*) Quarters for menials with latrine—Design C.A. No. 125/54.

(*g*) Manure pit—Design C.A. No. 33/1936.

(*h*) Cattle and horse trevis.

(*i*) Kennels for dogs—Design C.A. Nos. 207 and 208.

(G.O. No. 476, Public Works, 24th February 1939.)

(*j*) Loose boxes for horses—Design San. No. 11/1915 ; W.

(G.O. No. 474 W, 19th November 1947.)

(*k*) Post-mortem shed—Design C.A. No. 5, 8 and 44/1938.

(*l*) *Breeding bull shed—Design.* San. No. 25/48.
(G.O. No. 4921, Public Works, 29th December 1949.)

(2) Of these (*a*), (*b*), (*c*), (*d*), (*f*), (*g*), and (*h*) are considered indispensably necessary for a Veterinary hospital.

(3) The other buildings may be required in some hospitals either when first constructed or at a later date.

NOTE 1.—Items (*i*) kennels and (*j*) loose boxes for horses should be suggested only if a large number of canine or equine patients attend the dispensary and the recommendation should be justified by facts and figures.

NOTE 2.—Item (*k*) post-mortem shed can be suggested only for institutions where a large number of post-mortem examination is conducted frequently.

(4) Quarters for menials are included in the list of indispensable buildings for a Veterinary hospital in order that the menials might be always at hand. Veterinary Assistant Surgeons in charge of those hospitals where the quarters of menials are not occupied should bear this in mind and appoint when vacancies occur only those who will be prepared to occupy the quarters provided within the compound of the hospital. Whenever a new hospital is opened, only such menials as are willing to live within the compound should be appointed. When a District Veterinary Officer suggests the conversion of a dispensary into a hospital, he should be careful to investigate this point and invariably state whether menials' quarters are necessary for the place, and if so, how many should be constructed.

(5) The local Health Officers should be consulted in the matter of construction and location of latrines in the premises of Government buildings.
(D.Dis. No. 5094-II/44.)

(6) The completion of a work in accordance with the sanction and approval, executed by Public Works Department for this department will be intimated in writing by the Executive Engineer to the local Departmental Officer and such formal intimation will constitute the handing over of the work to this department.
(G.O. No. 3811, Public Works, 12th October 1950; D.Dis. No. 1840-II/50.)

394. *Register of buildings.*—Buildings belonging to institutions under the control of Government should be in charge of the Public Works Department and brought on to the Public Works Department list.
(G.O. No. 2784, Revenue, 17th September 1912.)

395. *Improvement to buildings.*—Whenever additional buildings or alterations to existing buildings are considered necessary the Controlling Officer should first obtain the approval of the Director for such buildings additions, or alterations. Having obtained this approval, he will then call upon the Executive Engineer concerned to furnish plans and estimates for the work. The Controlling Officer will scrutinize the estimates and submit them with his remarks, if any, to the Head Office for necessary action.
[Madras Financial Code, Article 184 (*a*).]

the land under the Land Acquisition Act. The estimate should also include the cost of electric installation if electricity is locally available. The plans and estimates received from the Superintending Engineer should be scrutinized by the Controlling Officer and submitted to the Head Office with detailed proposals for the acquisition of the land and erection of buildings, etc.

(6-*a*) When acquisition of land under the Land Acquisition Act is proposed, a copy of the requisition sent to the Revenue Divisional Officer concerned in the prescribed form should be sent also to the Collector of the district.

[B.S.O. No. 9 -6 (1) ; D. Dis. No. 361-III/51.]

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G.O. No. 2548, Public Works, 5th November 1927.)

(*d*) Quarters for the Veterinary Assistant Surgeon in charge with latrine—Design J.C.A. No. 519/52.

(G.O. No. 2950, Development, 25th June 1953 ; R. Dis. No. 7624-II/46.)

(*e*) Quarters for compounder with latrine—Design J.C.A. No. 520/52.

(G.O. No. 2950, Development, 25th June 1953 ; R. Dis. No. 7624-II/46.)

(*f*) Quarters for menials with latrine—Design C.A. No. 125/54.

(*g*) Manure pit—Design C.A. No. 33/1936.

(*h*) Cattle and horse trevis.

(*i*) Kennels for dogs—Design C.A. Nos. 207 and 208.

(G.O. No. 476, Public Works, 24th February 1939.)

(*j*) Loose boxes for horses—Design San. No. 11/1915 ; W.

(G.O. No. 474 W, 19th November 1947.)

(*k*) Post-mortem shed—Design C.A. No. 5, 8 and 44/1938.

(*l*) *Breeding bull shed—Design.* San. No. 25/48.

(G.O. No. 4921, Public Works, 29th December 1949.)

(2) Of these (*a*), (*b*), (*c*), (*d*), (*f*), (*g*), and (*h*) are considered indispensably necessary for a Veterinary hospital.

(3) The other buildings may be required in some hospitals either when first constructed or at a later date.

NOTE 1.—Items (*i*) kennels and (*j*) loose boxes for horses should be suggested only if a large number of canine or equine patients attend the dispensary and the recommendation should be justified by facts and figures.

NOTE 2.—Item (*k*) post-mortem shed can be suggested only for institutions where a large number of post-mortem examination is conducted frequently.

(4) Quarters for menials are included in the list of indispensable buildings for a Veterinary hospital in order that the menials might be always at hand. Veterinary Assistant Surgeons in charge of those hospitals where the quarters of menials are not occupied should bear this in mind and appoint when vacancies occur only those who will be prepared to occupy the quarters provided within the compound of the hospital. Whenever a new hospital is opened, only such menials as are willing to live within the compound should be appointed. When a District Veterinary Officer suggests the conversion of a dispensary into a hospital, he should be careful to investigate this point and invariably state whether menials' quarters are necessary for the place, and if so, how many should be constructed.

(5) The local Health Officers should be consulted in the matter of construction and location of latrines in the premises of Government buildings.

(D.Dis. No. 5094-II/44.)

(6) The completion of a work in accordance with the sanction and approval, executed by Public Works Department for this department will be intimated in writing by the Executive Engineer to the local Departmental Officer and such formal intimation will constitute the handing over of the work to this department.

(G.O. No. 3811, Public Works, 12th October 1950; D.Dis. No. 1840-II/50.)

394. *Register of buildings.*—Buildings belonging to institutions under the control of Government should be in charge of the Public Works Department and brought on to the Public Works Department list.

(G.O. No. 2784, Revenue, 17th September 1912.)

395. *Improvement to buildings.*—Whenever additional buildings or alterations to existing buildings are considered necessary the Controlling Officer should first obtain the approval of the Director for such buildings additions, or alterations. Having obtained this approval, he will then call upon the Executive Engineer concerned to furnish plans and estimates for the work. The Controlling Officer will scrutinize the estimates and submit them with his remarks, if any, to the Head Office for necessary action.

[Madras Financial Code, Article 184 (*a*).]

396. *Administrative sanction.*—The Director is empowered to accord administrative approval to—

(*a*) Original works other than residential buildings and electrical works, the cost of which is debitable to the Public Works grant up to a limit of Rs. 5,000 in each case.

(G.O. No. 4381, Development, 26th November 1948 ; R.Dis. No. 5175-II/46.)

(*b*) Proposals for improvements to existing residential buildings up to a limit of Rs. 500 in each case provided that the standard rent will not exceed 10 per cent of the average pay of the class of tenant for whom it is intended.

(Public Works Department Code No. 440.)

397. *Electrification of buildings.*—(1) Outlay on the first installation of Electrical Works in residential and non-residential buildings requires the sanction of the Government. The Director is empowered to accord administrative approval for additions and alterations to existing electrical installations up to Rs. 1,000 for each non-residential building including appurtenant buildings in the same compound and up to Rs. 500 in respect of each residential buildings subject to the conditions that the standard rent of the quarters does not exceed 10 per cent of the average emoluments of the class of tenant for whom the quarters are intended, and that the current consumption charges are recovered from the tenants.

(Public Works Department Code No. 440-2.)

(2) *Indents for electric bulbs.*—Electric lamps (bulbs) required for Government offices situated in Government buildings are supplied by the Electrical Engineer (General), Madras, on indents countersigned by the Director. The Departmental Officers should submit to the Head Office indents in duplicate every half year, i.e., from 1st April to 30th September and from 1st October to 31st March in the following form so as to reach not later than the 15th of August and 15th of February respectively. If no bulb is required for any half year intimation should be given to the Head Office in the form of a letter on or before the prescribed date. :—

Indent for Electric Bulbs.

Indent number.

On the Electrical Engineer (General), Madras-5.

Description of the bulbs.	Number required.	Head of account to which the cost is debitable.	Remarks.
(1)	(2)	(3)	(4)

These materials should be despatched to :

Address to which Railway Receipt should be sent ;

Description of the bulbs.	Number required.	Head of account to which the cost is debitable.	Remarks.
(1)	(2)	(3)	(4)

Railway Station to which the consignments are to be booked :

Indenting Officer.

Certificates to b signed by the Indenting Officer at a mufassal Station.

1. As the materials indented for by me cannot be taken over personally from your stores, I request you to kindly arrange to despatch them by Passenger Train Freight " TO PAY ".
2. I accept all incidental charges towards packing, carriage, etc.
3. I accept all responsibility for any breakage or loss during transit.
4. The debit that might be raised by you will be accepted by me in full.

Signature of Indenting Officer, with Designation.

398. *List of minor works.*—(1) All Departmental Officers should submit to the Head Office not later than the 1st September each year a list of minor works (i) costing Rs. 2,500 and over and (ii) costing less than Rs. 2,500 for which provision has to be made in the budget of the Public Works Department for the following year. The return should be in the form given below :—

Serial number and name of work.	G.O. number and date and/or Head Office number and date sanctioning the work.	Estimated cost.	Remarks.
(1)	(2)	(3)	(4)

(2) The list should not include works which cost Rs. 10,000 and above, as such works are treated as " Major Works " and considered by the Government as Part II proposals of the following year.

399. *Petty construction and repairs.*—(1) The construction of petty buildings and the execution of ordinary repairs to all buildings up to a limit of Rs. 2,500 shall ordinarily be undertaken departmentally from out of the funds placed for the budget of the department.

(G.O. No. 4381, Development, 26th November 1946 ; R. Dis. No. 5176-II/46.)

(2) When a Government building is occupied by more than one department the " department " for the purpose of the above rule will be the Revenue department if it be one of the occupants and if not, the Government department occupying the major portion of the building to be decided in each case by the Superintending Engineer concerned. Petty internal repairs may, however, be carried out by and at the cost of the occupying departments.

(3) (i) The execution of the works described in the foregoing paragraph should involve (*a*) no structural alterations to buildings in charge of the Public Works Department, and (*b*) the repairs to roofs should be confined only to trifling items.

(ii) Construction or reconstruction of collapsed compound walls or wire-fencing either whole or in part requires sanction of Government.

NOTE.—This does not, however, apply to repairs to compound walls including wire-fencing.

(G.O. No. 1025, Public Works, 24th April 1939; R. Dis. No. 2050-II/39.)

(4) In other words, Departmental Officers may carry out only ordinary repairs which do not affect the capital value of the buildings in charge of the Public Works Department, all structural alterations and additions irrespective of the amounts of their cost, being executed by or with the approval of the Public Works Department.

(5) Veterinary institutions, to keep them clean, must require ordinary repairs like white-washing at least annually especially buildings in which animals are kept.

(D. Dis. No. 1800-II/44.)

(6) Departmental officers should seek the assistance of the officers of the Public Works Department whenever they consider that the works undertaken by them under these rules require technical supervision.

(7) In the case of a building occupied by one or more Government offices, the cost of the annual repairs should not ordinarily exceed one and a half per cent (or any other rate that may have been sanctioned) on the capital cost of the building.

(8) The maintenance and repairs to the following buildings irrespective of the cost devolve on the Public Works Department :—

(i) All buildings in the Madras City.

(ii) All official residences.

NOTE.—The term "official residences" mentioned above as far as Veterinary institutions are concerned refers only to the quarters of Veterinary Assistant Surgeons attached to Veterinary institutions and not to those of compounders and menials and as such, ordinary repairs in respect of the quarters of Veterinary Assistant Surgeons only will be undertaken by the Public Works Department.

(iii) Buildings in which Post and Telegraph offices or official residences are located along with one or more other Government offices.

(iv) Buildings which have been specially placed in charge of the Public Works Department for maintenance and repairs.

400. *Powers of sanction.*—(1) The authorities specified below may sanction estimates for expenditure on the construction and repairs of buildings from departmental funds.

Sanctioning Authority.	For an original work.	For petty construction and repairs.
(1)	(2)	(3)
	RS.	RS.
1 Director of Animal Husbandry	2,500	2,500
2 Principal, Veterinary College, Madras and Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	50	50
3 District Veterinary Officers	..	50

(Madras Financial Code, Volume II.)

(2) The Principal, Madras Veterinary College, may carry out departmentally up to a limit of Rs. 250 in each year petty repairs and improvements to fixtures in the College buildings (including the hostel) such as renewal of locks, bolts and panes of glass which do not require technical skill or professional supervision by a Public Works Officer.

(Madras Financial Code, 153.)

401. *Estimates.*—(1) For carrying out any petty construction and repairs in respect of institutions of this department the Veterinary Assistant Surgeon in charge of the institution should after getting the consent of the Controlling Officer, obtain more than one competitive estimates for work from local contractors and submit them for sanction.

(2) The Controlling Officer will scrutinise all the competitive estimates received and sanction the cheapest estimate for execution. Reasons should be recorded if an estimate which is not the cheapest is sanctioned.

(3) Estimates, the amounts of which exceed the Controlling Officer's powers of sanction should be submitted to the higher authority for sanction. Before doing so, the estimates should be carefully checked in order to avoid unnecessary references from the sanctioning authority.

(4) A Government servant who starts any such work without a written order from a higher authority and a Government servant who issues a written order to start work otherwise than in accordance with the rules will be liable to be held personally responsible for paying for the work done, if it is found that his action was not fully justified by very exceptional circumstances.

(5) It is not essential to obtain a formal agreement in regard to any work of petty construction or repairs estimated to cost not more than Rs. 1,000 but a Government servant competent to execute contracts may, when he considers it desirable, obtain a formal agreement even in such a case. If no formal agreement is executed, there should be at least a written understanding specifying prices and rates, though it need not be in any prescribed form.

(6) The Public Works Department may levy a centage charge on the estimated cost of works for scrutiny of plans and estimates sent to them by the other departments. As competitive estimates are

invariably obtained in respect of works which require no technical supervision the estimates need not be sent to the Public Works Department Officer for scrutiny.

(D. Dis. No. 1722-II/48.)

(7) *Completion Report.*—When a work has been duly completed, the Government servant who pays for it should have a completion report prepared and forward it to the Accountant-General, Madras, or other prescribed authority. The report should be prepared in common Form No. 296. Every completion report should show the name of the work, the number and date of the order sanctioning it, the amounts of expenditure sanctioned and the actual expenditure incurred. If the actual expenditure exceeds the amount of the sanctioned estimate, the completion report should be sent to the prescribed authority through the authority which sanctioned the estimate. The reasons for the excess expenditure should be stated in the completion report, and the sanction of the authority competent to sanction the total expenditure should be obtained and recorded.

(Madras Financial Code, Article 181.)

402. *Intimation to the Local Body.*—(1) The Controlling Officers should intimate the details of construction or reconstruction of a building departmentally to the local body concerned within 15 days from the date of its completion or occupation whichever is earlier. The Public Works Department will do what is required in respect of buidings constructed or reconstructed by them.

(Madras Financial Code, Appendix 12.)

(2) The Departmental Officers should furnish the Executive Engineer concerned before 1st June each year a statement in the following form showing the amount spent out of departmental funds on petty construction and repairs to buildings borne on the Public Works Department registers during the previous year ending 31st March :—

	Expenditure on	
	Ordinary repairs.	*Special repairs.*
	RS. A.	RS. A.
(i) Buildings		
(ii) Sanitary and water-supply installations.		
(iii) Electric installations..		
Total ..		

(D. Dis. No. 2460-B/38 ; No. 1715-C/38 ; and No. 8038-II/40.)

403. *Encroachments.*—If the owner of the land adjoining the compound of a Government building builds a house on his land with windows of it overlooking the Government compound and if such owner is permitted to enjoy peaceably without interruption for twenty years, the right to have access and use of light or air to his house through the windows,

his right will, at the expiry of such period, become absolute and Government will be precluded from erecting buildings on their own land in front of these windows. The officers in charge of all institutions should guard against the creation of such adverse easement rights or any rights by way of timely action suited to the circumstances of each case.

(G.Os. No. 1433 W., 10th November 1917 and No. 256 W., 15th February 1918.)

404. *Residential buildings.*—(1) Buildings acquired, constructed, or leased by Government for the occupants of particular posts shall ordinarily be occupied by the officers holding those posts.

(2) The Government have authorized the Heads of Departments to permit where it is absolutely necessary, the gazetted and non-gazetted officers under them to occupy a portion of their office as residence if they are not able to find suitable accommodation elsewhere, subject to the following conditions and also to the conditions detailed in sub-paragraphs (3) and (4) below :—

(i) When a private building is taken up, its suitability so far as accommodation and rent are concerned for the location of the office and occupation by the officer should first be considered.

(ii) Having taken up the building, it should be suitably allocated to the office and residence and rent for the two portions divided on plinth area basis.

(iii) Once this allocation is made, the officer concerned should be made liable to pay the full rent for the residential portion irrespective of his pay and he should not be allowed to change the allocation unless there is an expansion or contraction of the office.

(3) When once the portion of the building is allotted to an Officer as his residence he is liable to pay the full rent for the residential portion of the building from the date it is occupied by him till the date of his vacating the portion of the building. When an officer to whom a portion of the building is allotted as residence is transferred out of the station and the portion of the building becomes vacant, it should be allotted to his successor. If there is no officer occupying the post for which this portion is allotted and if it cannot be assigned to any other officer or office during such period, the portion of the building in question, should be immediately released to the owner if the later is agreeable to such a course. If the residential portion of the building is occupied by the family of an officer even after his transfer from the station or if the officer stores his personal effects in the portion even after his transfer he is liable to pay the full rent for the portion of the building till it is completely vacated by him.

(4) Where permission to occupy office temporarily is applied for, an undertaking agreeing to each of the above conditions should be obtained from the individual concerned and sent to the Head Office.

(G.O. No. 4079, Public Works, 14th November 1950; D. Dis. No. 8188-II/50.)

(5) Any two officers at a station may exchange the buildings allotted to them with each other as a purely private arrangement but each officer will continue to be responsible for the rent of the building assigned to him.

(Fundamental Rule 45, Subsidiary Rule 4.)

(6) *Electrical installations.*—The supply and renewal of electric bulbs to residential buildings should be made by the tenants at their own cost. If any occupant vacates a residence, he may either remove the bulbs and take them with him or make his own arrangements with his successor about their disposal.

(Chief Engineer's Memo. No. 1627-G/51-1, 10th December 1951 ; D. Dis. No. 9737-II/51.)

405. *Occupation during leave period.*—(1) An officer who goes on leave should be held to have ceased to be in occupation of the building from the date of commencement of leave, unless for any reason the Director grants permission to occupy Government quarters to officers proceeding on leave not exceeding four months or 120 days as the case may be.

(2) A Government servant in last grade service whether permanent or not proceeding on leave without allowances for a period not exceeding one month may be permitted to occupy Government quarters during the period of leave on payment of rent at concessional rates. Such permission will be granted by the authority competent to make a permanent appointment to the post held by the Government servant.

(3) A permanent incumbent may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer, to store at his own risk, free of rent, his furniture and other belongings in his residence, when both the conditions specified below are fulfilled :—

(i) the temporary incumbent does not require the residence and is exempted from the payment of rent for it, and

(ii) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

406. *Rent.*—(1) The incumbent whether permanent or temporary of an appointment for whose benefit a house has been constructed or purchased by Government will be held responsible for the prescribed rent during the tenure of the appointment even in case of non-occupation for any reason. Rent is payable by an officer provided with Government quarters at the standard rate fixed for the residence or 10 per cent of his emoluments, whichever is less. The total amount of rent and service taxes recoverable in respect of a Government residential building shall not exceed 10 per cent or the concessional rates of rent fixed for certain classes of Government servants.

[Fundamental Rule 45-A (iv) ; Public Works Department Code 323.]

NOTE.—Fees if any received by the staff from local bodies for meat inspection work will not be treated as emoluments for purposes of assessment of house rent.

(G.O. No. 977, Development, 27th May 1941 ; D. Dis. No. 1403-I/41.)

(2) If Government quarters are allotted to a Government servant drawing a low rate of pay, he shall be required to pay rent at the rates specified below, or the standard rent, whichever is less :—

	Rate of rent. RS. A. P.
I. Government servants whose pay is less than Rs. 15 a month.	0 8 0
II. Government servants whose pay is less than Rs. 25 but not less than Rs. 15 a month.	1 0 0
III. Government servants whose pay is less than Rs. 35 but not less than Rs. 25 a month.	1 8 0
IV. Government servants whose pay is not more than Rs. 50 but not less than Rs. 35 a month.	2 8 0
V. Government servants whose pay is more than Rs. 50 a month.	2 8 0 plus the pay drawn over and above Rs. 50 or 10 per cent of emoluments, whichever is less.

[Class VII (2) ; Appendix I, Manual of Special Pay and Allowances.]

(3) If in any case furniture is supplied to a residential building, a rent of 15 per cent per annum should be recovered on its capital cost.

(Fundamental Rule 45-A, VI, Subsidiary Rule 1.)

(4) The charges for electric current or for excess water consumption should be paid by the tenant unless specially exempted.

(Fundamental Rule 45-A, VI, Subsidiary Rule 3.)

(5) (i) In the case of Government buildings providing combined office and residential accommodation, the charges on account of excess water should be borne by Government and the tenants in the proportion of the excess water actually consumed by each. Separate meters should be supplied to the residential and non-residential portion for this purpose.

(Fundamental Rule 45-A, Subsidiary Rule 4.)

(ii) Water supplied for the use of Veterinary Institutions both for the dispensary and residential quarters will be considered as for domestic purposes. The Veterinary Assistant Surgeons in charge of Veterinary Institutions should see that the water consumed for hospital purposes does not exceed the sanctioned free supply. Sanction for the payment of excess charges will be accorded only if it is proved to the satisfaction of the Controlling Officer that the excess consumption was unavoidable.

(6) The addition of cow sheds, fowl houses, etc., to Government residences should be very rare and they should not be provided without

the special sanction of Government in each case. When such amenities are supplied additional rent will be charged independently of the rent of the residence.

(Fundamental Rule 45-A, VI, Subsidiary Rule 2.)

407. *Exemptions from payment of rent.*—(1) In the following cases, no rent will be recovered provided that the Head of the Department or the authority competent to make a permanent appointment for the post for the incumbent of which the house is intended furnishes a certificate to the officer reponsible for the recovery of rents that the conditions laid down are satisfied:—

(i) When an officer is holding, as a temporary measure, an appointment to which a Government residence is attached, in addition to his substantive appointment and does not actually occupy the house;

(ii) when an officer in addition to the duties of such an appointment carries on the duties of another appointment which preclude him from occupying the house;

(iii) when an officer is officiating in an appointment for a period not exceeding one month and does not wish to occupy the house; and

(iv) when an officer is officiating in an appointment for a period not exceeding two months and the circumstances are such as to preclude him from occupying the house.

(Fundamental Rule 45, Subsidiary Rule 5.)

NOTE.—An officer who is merely discharging the current or routine duties of an appointment to which an official residence is attached is not bound to occupy it and should not be considered as the incumbent of the appointment for purposes of recovery of rent.

(2) If an officer is permitted to occupy the quarters during leave, he will have to pay the rent but if he completely vacates the quarters while on leave the rent will be recovered from the substitute. If, however, the substitute is unable to occupy the quarters at the institution by reason of the fact that he has already at the station a permanent residence which cannot possibly be vacated for a short period, he shall report at once to the Executive Engineer concerned the period for which the quarters will remain vacant and send a copy of his letter to the Head Office through the Controlling Officer. This should be done only in respect of Government buildings, i.e., those borne on the books of the Public Works Department. In the case of quarters in rented buildings in charge of this department, a report should be sent only to the Head Office through the Controlling Officer.

(3) Exemptions from payment of rent may be sanctioned by the previous approval of the Government when a building is rendered uninhabitable by reason of extensive repairs or for any other cause and is so certified by the Executive Engineer. When only a portion of the building becomes uninhabitable, the occupant will be allowed the benefit of a remission of rent only if the standard rent of the building excluding the proportionate rent for the portion rendered uninhabitable falls below

10 per cent of the occupant's emloluments. Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant a remission of rent.

(Fundamental Rule 45-A, V.)

(4) When a well in a Government residential building becomes dry or otherwise unfit for use and the tenant is put to additional expense to arrange for the supply of water for a continuous period of not less than two months, a remission of rent assessed on the capital cost of the well may be allowed if the capital cost of the building includes such cost.

(G.O. No. 1011 W., 13th July 1925.)

408. *Recovery of rent.*—(1) The responsibility for the recovery of rent in respect of any Government building in charge of a department other than the Public Works Department which is used wholly or partly as a residence rests on the departmental officers concerned. In respect of any similar building in charge of Public Works Department, the responsibility rests mainly on the Executive Engineer of the division in which the building is located but the head of the office in which the tenant is employed also bears some responsibility in the matter.

(2) The rent for the residential quarters should be recovered by deduction from the salary of the Government servant concerned. Rent recovered in the case of buildings borne on the books of the Public Works Department will be credited as Public Works Department receipts. The rent recovered for the quarters in rented and other buildings in charge of this department will be credited as Departmental receipts.

409. *Monthly returns regarding Government residences.*—Every Controlling Officer should furnish to the Executive Engineer concerned not later than the 15th of every month a statement in Common Form 307 showing the names, designations, emoluments, etc., of all Government servants who occupy quarters provided by the Government and the changes in the occupancy of such buildings, whether rent is payable for them or not. When a complete statement has once been furnished it will be sufficient for the Controlling Officer to intimate in every subsequent month only the changes, if any, in the completed statement, but when there is no change he should inform the Executive Engineer of that fact. If a building is vacant, the Controlling Officer concerned should state the period for which he expects it to be vacant and say whether it will be required during that period by any Government servant of the same department.

(Madras Financial Code, Article 14.)

410. *Care of Government residences.*—Every officer for whom a Government residence has been provided is bound to leave it in a state fit for occupation by his successor and will be required to pay the cost of any special painting, white-washing, cleaning or other repairs which may be rendered necessary by any improper use of the building. In order to give effect to this order and to see that quarters have been

handed over for occupation in thoroughly good order, the Executive Engineer or the Subdivisional Officer should arrange to have a residential building inspected immediately after it is vacated. The incoming tenant will also be responsible for bringing to the notice of the Executive Engineer any special damage at the time he enters the building. The intention of this order is that while the cost of repairs necessitated by natural wear and tear should be borne by Government, the cost of any damage to Government property, which can be proved to be due to culpable carelessness on the part of the tenants, should be recovered from them.

(Public Works Department Code, 280.)

411. *Care of vacant buildings.*—If an officer for whom a Government residence is provided is allowed for his own convenience to live elsewhere, he is expected to engage a watchman to take care of the building. Until a private watchman is so employed, the Public Works Department will employ one and recover the cost from the tenant. When, however, a residence remains unoccupied not purely on account of personal reasons but because the post to which the residence is attached is vacant or its incumbent is exempted both from occupying it and from the liability to rent, the following arrangements should be made :—

(i) If the quarters are expected to be vacant for one month or less, the officer on the spot discharging the duties of the permanent officer for whom the quarters are intended should arrange to depute a peon or other menial to look after the vacant building and garden, if any, attached to it.

(ii) If the quarters are expected to be vacant for more than one month, the department in charge of the building will employ a watchman at the cost of Government to look after the building as well as the garden, if any.

(Public Works Department Code, 282.)

412. *Use of vacant residential buildings as rest-houses.*—Vacant Government residential buildings should not be allowed to be used as rest-houses, but officers on tour may be allowed to occupy temporarily such buildings with the previous permission of the Executive Engineer subject to the payment of rent at the rate of 8 annas a day in the case of a gazetted officer and 4 annas a day in the case of a non-gazetted officer for an occupation of twenty-four hours or a fraction thereof. Such occupation should not, however, be permitted of buildings which would otherwise be eligible for vacancy remission.

(Public Works Department Code, 281.)

NOTE.—Officers on tour may also be permitted to occupy temporarily non-residential Government buildings partially or wholly vacant subject to the same conditions and rates of rent as in this paragraph.

413. *Upkeep of compounds.*—The following rules should be observed with a view to ensure the proper upkeep of the compounds attached to Government buildings :—

(*a*) The occupant of Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and

hedges in the compound and will also see that the compound is kept in proper order.

(*b*) No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.

(*c*) The ground of the compound shall not, without the concurrence of the Executive Engineer, be broken for any purpose except that of " Gardening " in the ordinary sense of the word, and this sense shall not include the digging of pits, ponds or wells for watering purposes.

(*d*) Bushes and shrubs planted in the compound are the property of Government and may not be cut down or removed from the compound without the concurrence of the Executive Engineer but his concurrence shall not be required for such cutting down uprooting or trimming or any bush or shrub or lopping of any tree as may be necessary for the proper maintenance of the garden.

(*e*) An officer occupying Government quarters has no right to the trees or branches blown down by cyclone.

(*f*) No expenditure from public funds on planting trees or improvements to a garden in the compound of a residential building should be incurred without the express sanction of Government.

(Public Works Department Code, 283-4.)

414. *Fire protection.*—(1) Heads of institutions should be fully acquainted with the rules relating to the protection of public buildings from fire. These rules are printed as Appendix A (11). A copy of the rules which are supplied to all Government institutions should be pasted on card board and hung up in a conspicuous place in the main building. The initial and renewal supplies of fire buckets to buildings may be sanctioned by the Controlling Officers.

(2) As regards the appliances to be provided for fire protection, the Executive Engineer, who is in charge of the building will advise the head of the office of the number of fire buckets and chemical extinguishers required according to the scale fixed taking into consideration the cost of the building and the superficial area of each floor. The responsibility of seeing that the equipment is according to scale and is kept in working order is that of the head of the office.

(3) The initial supply of fire buckets and fire extinguishers together with other appurtenances, such as stands, buckets, etc., as well as renewals of, and repairs to, the fire buckets and fire extinguishers shall be made by the heads of the offices concerned—such works being treated as assigned to the departments concerned. If, in any case, professional skill or assistance is considered necessary, the Executive Engineer or the Subdivisional Officer shall be consulted.

(4) A building should be the unit for purposes of fire protection appliances for the entire building.

(5) The supply of buckets and tanks, etc., to buildings rented as offices will be arranged for by the heads of offices, occupying the buildings.

(G.O. No. 2993, Public Works, 10th December 1941 ; D. Dis. No. 574-II/42.)

CHAPTER XII—ACCOUNTS, ETC.

Section 1—Some accounts terms.

415. (1) *Average pay* for purpose of leave salary under Fundamental Rule means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay. In cases governed by the Madras Leave Rules, 1933, average pay means the average monthly pay (excluding special pay but including overseas pay, technical pay, personal pay, pay for officiating in a higher post and any other emoluments classed as pay) earned during the twelve complete months preceding the month in which the event occurs.

(2) *Book transfer.*—This term is applied to a process whereby financial transactions which do not actually involve the giving or receiving of cash or of stock materials, e.g., credit note issued for railway freight. They usually represent liabilities and assets of Government brought to account either by way of settlement or otherwise, but they may also represent corrections and amendments made in cash, stock or book transfer transactions previously taken into account.

(3) *Budget estimate.*—Budget estimate is the detailed estimate of the annual receipts and disbursements of the budget year. Budget year means the financial year commencing on the 1st April and ending with the 31st March for which the budget is prepared, as distinct from calendar year commencing from 1st January and ending with 31st December.

(4) *Cadre* means the strength of a service or part of a service sanctioned as a separate unit.

(5) *Compensatory allowance* means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.

(6) *Day* means a calendar day beginning and ending at midnight. But an absence from headquarters which does not exceed 24 hours is reckoned for all purposes as one day at whatever hour the period begins and ends.

(G.O. No. 295, Finance, 15th November 1940.)

(7) *Duty* includes any period of absence on casual leave, gazetted holidays, during vacation, on foreign service (provided contribution towards leave salary is paid), service as a probationer or apprentice followed by confirmation and joining time, but excludes all leave taken under Fundamental Rules or Madras Leave Rules and periods of suspension.

(8) *Family* includes the wife and children including an adopted son and step-children of a Government servant residing with and wholly

dependent on him. A female Government servant is in no case entitled to charge travelling allowance on account of her husband except when he is wholly dependent on her. No claim can be made on behalf of a married daughter after the date on which she was placed under her husband's protection.

(9) *Fee* means a recurring or non-recurring payment to a Government servant from a source other than General Revenues whether made directly to the Government servant or indirectly through the intermediary of Government.

(10) *First appointment* includes the appointment of a person not at the time holding any appointment under Government even though he may have previously held such appointment.

(11) *Foreign service* means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the revenues of the Government of India or of a State.

(12) *Honorarium* means a recurring or non-recurring payment granted to a Government servant from General Revenue as remuneration for special work of an occasional character.

(13) *Last Grade Service* includes all service in posts the pay of which is Rs. 20 or less as well as service in any other appointment which is declared to be so by the local Government. All other service is superior. Service as peon has been declared to be last grade even though the pay of the post is more than Rs. 20.

(14) *Lien* means the title of a Government servant to hold substantively, either immediately, or on the termination of a period or periods of absence, a permanent post including a tenure post to which he has been appointed substantively.

(15) *Month* means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each should first be calculated and the odd number of days calculated separately.

NOTE.—For purposes of pension, a month should be reckoned as 30 days irrespective of the number of days in a month.

(16) *Ministerial servant* means a Government servant of a subordinate service whose duties are not of an administrative or executive character, but are entirely clerical and any other class of servant specially defined as such by general or special order of a local Government.

Example.—An Accountant or a clerk is a ministerial servant but a compounder attached to a Veterinary Institution is not a ministerial servant.

(17) *Pay* (*a*) for purposes of Fundamental Rules, means the amount drawn monthly by a Government servant as,

(i) the pay other than special pay or pay granted in lieu of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and

(ii) overseas pay, technical pay, special pay and personal pay, and

(iii) any other emoluments which may be specially classed as pay by the Government of India ;

(*b*) for purposes of leave salary under the Madras Leave Rules, 1933, pay means,

(i) in the case of a permanent Government servant the pay (excluding special pay but including overseas pay, technical pay, personal pay and any other emoluments classed as pay) on the last day of duty prior to the commencement of leave, in respect of the permanent post which the Government servant then holds substantively or on which he holds a lien had it not been suspended ; and

(ii) in the case of a non-permanent Government servant the pay (excluding special pay but including overseas pay, technical pay, personal pay and any other emoluments classed as pay) on the last day of duty prior to the commencement of leave.

(*c*) For purposes of travelling allowance, pay means the actual pay drawn by a Government servant in his substantive or officiating post. It includes personal pay granted to protect a Government servant from loss of emoluments and overseas pay but excludes personal pay granted on other considerations, special pay, language pay, judicial pay, additional pay under Financial Regulation 49 (*b*), and exchange compensation allowance.

(18) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time.

(19) *Personal pay* means an additional pay granted to a Government servant,

(*a*) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or

(*b*) in exceptional circumstances or other personal consideration.

(20) *Public conveyance* means a train or other conveyance which plies regularly for the conveyance of passengers but does not include a taxi-cab hackney carriage or other conveyance which is hired for a particular journey.

(21) *Reappropriation* means the transfer of funds from one unit of appropriation to another such unit to meet excess expenditure anticipated under the latter unit,

(22) *Special pay* means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of

(*a*) the specially arduous nature of the duties, or

(*b*) a specific addition to the work or responsibility, or

(*c*) the unhealthiness of the locality in which the work is performed.

(23) *Subsistence grant* means a monthly grant made to a Government servant who is not in receipt of pay or leave salary.

(24) *Substantive pay* means the pay other than special pay, personal pay or emoluments classed as pay, to which a Government servant is entitled on account of a post, to which he has been appointed substantively or by reason of his substantive position in a cadre.

(25) *Temporary post* means a post carrying a definite scale of pay sanctioned for a limited time.

(26) *Tenure post* means a permanent post which an individual Government servant may not hold for more than a limited period.

(27) *Travelling allowance* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of public service. It includes allowance granted for the maintenance of conveyances, horses and tents.

(28) *Unit of appropriation* means the lowest account head for which a specific appropriation is placed at the disposal of the spending authority.

Section 2—Receipts.

416. *Collection and remittances.*—(1) Every Government servant who is responsible for the collection of moneys due to Government should see that the demands are carefully and correctly assessed that effective steps are taken to ensure prompt realization of all amounts due and that proper accounts of the collections are kept. The progress of collections against the total demand should be watched and prompt steps taken to collect all arrears. Even in spite of taking all possible steps, some arrears still remain uncollected and he is satisfied that any portion of them is quite irrecoverable he should apply to the competent authority to write off the irrecoverable arrears.

(2) A Government servant receiving moneys on behalf of Government must give the payer a receipt. The receipts in each book should be consecutively numbered, commencing from No. 1 on 1st April every year and ending on the 31st March. The number printed on the receipts should remain as they are. No stamped receipts need be given for amounts received by or on behalf of Government even for sums exceeding Rs. 20.

(3) All receipts pertaining to the department should be rounded to the nearest anna, fractions below half an anna being omitted and half an anna and over being reckoned as one anna. In respect of Livestock section receipts, however, pies may occur in the case of articles sold for less than one rupee.

(G.O. No. 115, Finance, 6th February 1926, and G.O. No. 727, Development, 9th April 1941.)

(4) Departmental receipts shall not be appropriated to meet departmental expenditure.

(5) The Controlling Officers should issue necessary instructions to their subordinates regarding the correct heads of accounts to which the different classes of receipts should be credited into the treasury.

(6) Any person paying money into a Government treasury or the Reserve Bank of India will present with it a chalan in the prescribed form in duplicate which will show distinctly the correct head of account to which the amount should be credited, the nature of the payment, the amount paid and the person or Government servant on whose account it is made. Separate chalans should be used for amounts creditable to different heads of accounts. Receipts (chalans) given by the treasury or Bank should be sent to the Controlling Officer. The last remittance relating to a month should be made before the last date of closing of the treasury accounts for that month.

(Subsidiary Rules 9 and 10 of Treasury Rule 10.)

(7) Receipts pertaining to the Veterinary Institutions, etc., at places where there is no treasury, should be remitted into the nearest treasury, in the above manner by deputing a menial or peon for the purposes. The money may, however, be sent to the treasury, etc., by postal money order in the cases where the travelling allowances admissible to a menial or peon under the rules would exceed the amount of money order commission and where the services of a menial or peon cannot be spared in the interest of public service. In this case, the money order commission may be met from contingencies. When money is remitted by postal money order, an advice should be sent simultaneously by post to the sub-treasury officer with the required particulars and chalan. The treasury receipt should be sent to the Controlling Officer as soon as it is received.

(8) Touring Veterinary Assistant Surgeons should adopt the same procedure as laid down for Veterinary Institutions.

(9) It is the duty of the Controlling Officers to see that all amounts due to Government are realized by their subordinates promptly and credited into the treasury.

417. *Special privileges.*—(1) The Superintendent of the District Livestock Farm, Malabar, is authorized to pay all moneys into and to have all bills cashed at the sub-treasury at Palghat instead of at Perintalmanna. The cash collections of the Farm should be deposited into the treasury

once a week at least and more frequently whenever the collections reach the limit of Rs. 500. The cash collections of the District Livetsock Farm, South Kanara, should be paid into the sub-treasury at Puttur once a week atleast and more frequently whenever the cash accumulates to Rs. 1,000.

(G.O. No. 2582, Development, 1st June 1953 ; D.Dis. No. 10063-I/51.)

(2) In order to avoid frequent visits to treasuries for remittances of small amounts receipts realized in Veterinary Institutions, unless otherwise ordered in individual cases may be accumulated and remitted into the treasury when it reaches Rs. 30 at any one time in a month and also on the last date of the closing of the treasury or sub-treasury accounts for the month irrespective of the above maximum limit.

(D.Dis. No. 914-I/51.)

418. *Moneys not creditable as departmental receipts.*—(1) The moneys in respect of the items relating to the Department which are mentioned below should not be included in the Public Account. The moneys may be held in a branch of the Imperial Bank of India, a Post Office Savings Bank, the Madras State Co-operative Bank or a Central Co-operative Bank approved by the Registrar of Co-operative Societies for the purpose.

(i) Moneys relating to the Sports Fund Account of the Veterinary College, Madras.

(ii) Hostel funds (including caution deposits), for mess charges but excluding caution deposits for room rent, electric current charges, water charges, etc.

(2) The Principal, Veterinary College, is responsible for ensuring that moneys relating to the Funds are expended in strict conformity with the regulations governing the Funds.

(G.O. No. 56, Finance, 22nd February 1941 and Instructions, Treasury Rule No. 8.)

(3) (*a*) Caution deposits taken from students residing in the Veterinary College Hostel towards room rent, electric current charges, water charges, etc., should be classified as " Revenue Deposits " and not as personal deposits.

(G.O. No. 56, Finance, 22nd February 1941.)

(*b*) The following items relating to the Department should also be classified as " Revenue Deposits " :—

(i) Earnest money deposits made by intending tenderers.

(ii) Security deposits of contractors which are not invested in Post Office Savings Bank or in Government Securities.

(iii) Moneys whether relating to refund of revenue or any class of deposits remitted by money order but returned by the Post Office as unclaimed.

(4) The sale-proceeds of all Government Publications, technical as well as non-technical, the cost of printing of which has been met by the Government Press, Madras, should be credited to " XLV. Stationery and

Printing—b. Sale of Gazettes and other Publications—Secretariat Presses" irrespective of the agency through whom the sale is effected.

[G.O. No. 1215, Education and Public Health (Education), 8th June 1936.]

(5) The sale-proceeds of waste paper, old gazettes, and old publications in any Government office should be credited to "XLV. Stationery and Printing—Stationery Receipts—Provincial."

[G.O. No. 212, Education and Public Health (Education), 12th February 1941.]

419. *Cash and cash book in controlling offices.*—Money received or paid by a Government servant on behalf of the Government (with the exception of money withdrawn from treasuries on pay bills travelling allowance bills, etc., which are accounted for and watched in other ways) should be immediately brought to account in the cash book. Cheques, remittance transfer receipts and demand drafts are not "cash", hence should not be entered in the cash book but should be entered in a separate register in M.T.C. Form 14.

420. *Maintenance.*—(1) The cash book should be maintained in the following manner. The pages of the cash book must be numbered in advance. All money transactions must be entered in it as they occur, noting the head of service against each item in the last column on either side. Sufficient details must be given in the column "particulars" to facilitate the main points of each transaction being readily ascertained without preference to the detailed vouchers. The cash book should ordinarily be closed and balanced each day. In offices where there are no daily transactions or the transactions are few, it will be within the discretion of the officer in-charge to close the cash books at longer intervals but the cash book should be closed (i) when bills are cashed every time and (ii) at the close of every month, and the balance of cash carried forward next month.

(2) All accounts should be kept in the most regular and open manner. All receipts, disbursements and charges of whatever nature connected with the Public service must be clearly shown in the cash book and no separate account should be maintained. All advances should be entered in the cash book in red ink. There should be no scorings or erasures or overwritings in the cash book. In cases where corrections are necessary they should be done and attested with initials. Whenever a new cash book is brought into use a certificate should be recorded in the first page stating that the pages have been numbered in advance and the number of pages it contains should also be mentioned.

421. *Safety.*—Money received by a Government servant on behalf of the Government should be kept in cash chest. The Government servant who is responsible for the money should keep the key of the chest. The duplicate key of the cash chest should be deposited with the immediate superior or Controlling Officer. The duplicate keys should be kept in sealed covers in the cash chest of the Controlling Officer and receipts

furnished to the depositing officers. A Government servant should not place any private money in a cash chest used for keeping money received in his official capacity. When an office is provided with an iron safe, the safe should if practicable, be embedded in the wall.

422. *Verification of balance.*—The contents of the cash chest must be counted every time the cash book is closed and the amount compared with the book balance. The officer in-charge should record a certificate of count in the cash book in his own handwriting specifying the actual balance both in words and figures and sign it with date.

423. *Using private cash for meeting Government expenditure prohibited.*—The practice of using private cash to pay transport charges, etc., on the plea that the balance of office cash is not sufficient is irregular. The Government servant concerned should foresee the expenditure of the month sufficiently in advance and have his permanent advance recouped in time or obtain an advance contingent bill.

424. *Security deposits from Government servants.*—Every subordinate who is entrusted whether permanently or temporarily with the custody of Government cash or stores should ordinarily be required to furnish security and execute a security bond setting forth the conditions under which the Government may hold the security and refund or appropriate it ultimately. A reference to each such bond should be recorded in a " Register of Security Depoists "—*see* Madras Financial Code, Form 17. The security amount should be fixed with due regard to circumstances and local conditions and where no specific amounts have been prescribed, the orders of the Director should be obtained by the Head of the office concerned. The following security deposits have been fixed by Government for certain classes of Government servants of this Department :—

	RS.
Store-keepers—	
(1) At Livestock Farms	600
(2) At the Veterinary College	500
(3) At the Institute of Veterinary Preventive Medicine.	200
Accountants—	
(1) At the Livestock Research Station, Hosur ..	1,000
(2) At the other Livestock Farms	500

Section 3—Sales Tax.

425. (1) A sum equal to the sales tax should be added to the price of all articles sold by the department except in the case of vegetables, paddy and other agricultural or horticultural produce sold. No addition on account of sales tax need be made to the price of any goods sold by one department of the Madras Government to another. The amount collected as

sales tax, should be shown separately in the accounts and be credited into the treasury each month under the head " XIII—Other taxes and Duties " as an advance payment against the assessment.

(G.O. No. 380, Revenue, 26th February 1946.)

(2) Officers who remit sales-tax collected on the sale of goods into the treasury should write the chalan in triplicate. The Treasury Officer will send one copy of the chalan to the Commercial Tax Officer of the district, retain one copy with him and give the third copy to the officer remitting the amount.

(3) The Departmental Officers should report at the end of every financial year the amount so collected to the Commissioner of Commerical Taxes who will assess the tax at this amount. A copy of the report should be submitted to the Head Office.

(4) The Departmental Officers should also send at the end of each official quarter by the 15th of the month following the quarter to the Commercial Tax Offices concerned, lists of officers who make payments to the contractors and also the quarterly lists of such payments. The particulars to the Commercial Tax Offices should contain the contractor's name, contract amount and the description of the work. A copy of the quarterly list to the Commercial Tax Officer should be submitted to **Head** Office.

(G.O. No. 2704, Revenue, 16th November 1948; D.Dis. No. 8179-I/48; D.Dis. No. 1541-I/48; D.Dis. No. 6747-I/52; D.Dis. No. 10151-I/52; G.O. No. 1968, Revenue, 30th October 1945; D.Dis. No. 6959-II/45; G.O. No. 2647, Revenue, 13th, October 1951; D.Dis. No. 11371-I/51.)

Section 4—Refunds.

426. *Powers.*—(1) The Director is empowered to sanction a refund of any excess over the amount due collected on account of rents, feeding charges, medicine charges and adminission fees.

(2) The Principal, Veterinary College, Madras and the District Veterinary Officers, may sanction the refund of any excess over the amount due collected from the owner of an animal admitted into a veterinary institution.

(Appendix 2, Madras Financial Code and G.O. No. 1277, Development, 27th June 1942; D.Dis. No. 4786-I/41.)

(3) The Principal, Veterinary College, is permitted to utilize the daily collection of the Hospital fees for making refunds of excess collection of hospital stoppages from the parties at the time of discharge of animals.

(G.O. No. 2872, Development, 22nd June 1951; R. Dis. No, 134-I/51.)

(4) The Superintendents of Livestock Farms are empowered to refund any excess over the amount due collected on account of the supply of livestock or dairy or farm produce.

427. *Procedure.*—(1) Refunds may be sanctioned to the extent necessary. No appropriation of funds is required to cover refunds since they are not treated as expenditure.

(2) The time-limits for claims of refunds of revenue fixed in the Madras Financial Code should be observed by the authority sanctioning refunds except in the case of admission fees and feeding charges collected in advance in respect of animals admitted to the Veterinary College Hospital for treatment, since any excess over the amount due in any case is refunded to the owner by the Principal of the Veterinary College, Madras, from his permanent advance when the animal is discharged.

(Article No. 33, Madras Financial Code.)

(3) Subordinate officers of the department should apply to the Controlling Officer to sanction the refund of any amount which has been collected, giving reasons for the refund and also a reference to the original records relating to the receipts of the amount. Bills for refund or revenue should be prepared in the prescribed form. As soon as the refund order is passed by the competent authority, the Government servant who originally received the amount and brought it to account should see that the particulars of refund are recorded against the entry of the receipts in the cash book and in the counterfoil of the receipts previously granted to the payer in such a way as to make it impossible to entertain by mistake any further claim for a refund of the same amount.

(4) Any amount not exceeding two annas that is due for refund, and any amount exceeding two annas and payable to several parties in sums not exceeding two annas each should be credited to Government. Any amount of refund exceeding two annas but not exceeding 8 annas and any amount exceeding 8 annas and payable to several parties in sums not exceeding 8 annas each (and not all below 2 annas) should remain credited to Government unless a claim is preferred by the person entitled to the refund, in which case, the amount to be refunded to him should be sent by postal money order at his expense unless he appears in person to make his claim and take payment.

(5) Subject to the exceptions mentioned above, the Treasury Officer or the other disbursing officer concerned should remit any amount of refund not exceeding Rs. 100 to the person entitled to it by postal money order at the expense of the payee on receipt of a refund order passed by the competent authority without any avoidable delay and in any case, within one month from the date of the refund order without waiting for an application from the payee. In rare cases where he feels it would be risky to send the amount straight away to the person entitled to it by postal money order, the Treasury Officer or other disbursing officer may issue a notice inviting the payee to appear and receive payment in person and informing him that if he fails to appear within one month (or such longer period as may, when necessary, be specified) the amount to be refunded will be remitted to him by postal money order at his expense.

(6) The Departmental Officers may send a duly filled in money order form to the Treaury Officer along with the refund bill so that the amount may be remitted direct to the party by the Treasury Officer himself.

(Treasury Rule 16, Instruction 28.)

Section 5—Expenditure.

428. *General instructions.*—(1) No officer may incur expenditure from public funds until it has been sanctioned by general or special orders of the authority competent to sanction such expenditure and sufficient funds have been provided for the expenditure in the budget for the year or is covered by reappropriation of funds sanctioned by a competent authority.

(Article 38, Madras Financial Code.)

(2) Every Government officer who incurs or authorizes the incurring of expenditure of public money, should have due regard to the following important rulings of financial propriety.

(i) Every public officer should exercise the same vigilance in respect of expenditure incurred from Government Revenues as a person of ordinary prudence would exercise in repect of expenditure of his own money.

(ii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

(iii) The amount of allowances, such as Travelling Allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

(3) The officers of the department should pay personal attention and secure an utmost possible and an all round economy in contingent expenditure. The Drawing Officers should, in addition, exercise special scrutiny in respect of items of contingent expenditure on which money limits have been prescribed in the Madras Financial Code, and ensure that the limits are not exceeded.

(D.Dis. No. 224-B/37.)

429. *Application and sanction.*—Applications for sanctions should invariably state (*a*) the necessity for the expenditure, (*b*) the head to which the expenditure is to be debited and (*c*) whether funds are available under the particular head of account and if not transfer from other heads is possible or not. Under no circumstances should expenditure be allowed to stand over to be paid from the grant of another year. The want of provision and estimate should not operate to prevent payment of any sum really due by Government. The purchase of articles in small lots or the practice of splitting up vouchers to evade obtaining sanction of a higher authority is strictly prohibited.

(1) In order to avoid the risk of typographical errors, all sanctions to expenditure accorded by competent authorities shall express the amount both in words and figures.

(Article 44, Madras Financial Code.)

(2) A copy of every order sanctioning expenditure should be communicated to the Accountant-General by the authority which accords the sanction.

(3) Copy of orders sanctioning expenditure should be signed by the officer sanctioning it or by a Gazetted Assistant. When this procedure would cause inconvenience, sanctions may be communicated over the signature of a non-gazetted Government servant who is the head ministerial officer of the office, provided that this arrangement is intimated before-hand to the Accountant-General by the sanctioning authority together with the specimen signature of the head ministerial officer.

(4) Sanction of competent authorities takes effect from the date of the order conveying the sanction unless the date of effect is specified in the sanction order. The sanction lapses if it is not acted on for a year.

430. *Payments.*—(1) Money indisputably due by Government should never be left unpaid. Every such claim should invariably be paid as promptly as possible and the superior authorities concerned should deal severely with any unnecessary delays which come to their notice in regard to the payments of claims of this kind. Under no circumstances may any payment actually made by or on behalf of Government be kept out of the account for a day longer than is absolutely necessary.

(Article 38, Madras Financial Code.)

(2) No money should be drawn from the treasury unless it is required for immediate disbursement. No attempt should be made to prevent the lapse of an appropriation by any undue rush of expenditure during March.

(3) All claims should be preferred then and there at the time of their becoming due. As a general rule, a claim against the Government if not preferred within one year of its becoming due should not be paid without the sanction of the Accountant-General but a claim for Rs. 5 or less which is preferred within one year of its becoming due need not be referred to the Accountant-General.

431. *Heads of account.*—The expenditure relating to the Animal Husbandry Department is debited to the major head " 41. Veterinary " which is divided and subdivided into (*a*) Minor heads, (*b*) Sub-heads and (*c*) Detailed accounts head. As soon as the budget of a year is received from the Head Office, the Controlling Officers should communicate to their subordinates who prepare bills, information about the different heads of accounts which pertain to them so that they may, when preparing bills, correctly write the classification in the space provided at the top of each bill form.

432. *Indian Council of Agricultural Research.*—Whenever schemes are financed by the Indian Council of Agricultural Research, the entire expenditure is met in the first instance from the State Funds and the Council's share of cost is paid annually on demand. Final settlement of accounts is made on the basis of the audited expenditure and income as exhibited in the annual certificates furnished by the Audit Officer. The amounts due annually from or to the Council should be worked out

by taking into account the receipts realized from the schemes and rounded to the nearest whole rupee, eight annas counting as the next higher rupee.

(D. Dis. No. 7150-I/50.)

433. *Liabilities.*—Payments of amounts due by one department of Government to another shall ordinarily be made by book transfer for which a bill of cost (in triplicate) will be sent by the supplying department to the receiving department. If the bill is in order the concerned officer of the receiving department should accept the liability by signing in all the three copies, one of which shall be returned to the officer from whom it was received, the second copy sent to the Accountant-General and third copy retained in the office. An officer who accepts a liability is responsible to account for it and watch its adjustment in time before the close of the financial year concerned. As adjustments are made at the instance of the supplying department, it is necessary to remind the concerned officers of the supplying department periodically till the adjustment is carried out.

434. *Credit notes for railway freight.*—(1) Credit notes should be issued in payment of freight charges on articles transmitted by railway by this department provided the charges to be paid in each case exceed Rs. 25. In cases where the freight charges do not exceed Rs. 25 payment should be made in cash.

(G.O. No. 155, Finance, 17th February 1954 ; D. Dis. No.637-I/54.)

(2) Credit note forms can be obtained from the Controlling Officers concerned. The credit notes should be prepared in triplicate and presented at the railway station in lieu of payment of freight in cash. The freight charged will be noted by the railway authorities on all the three copies and the first two copies retained by them. The third copy which will be returned by the railway authorities should be sent by the staff to the Controlling Officer.

(3) Credit notes issued by Government officers should bear their office stamp, and where an officer has not been supplied with a stamp, the forms should bear the stamp of the office to which he is immediately subordinate. Credit note forms should be kept in the personal custody of the officers using them.

(4) The head of account to which the freight is debitable should be fully and clearly mentioned in all the three copies of the credit note.

Section 6—Bills.

435. *General instructions.*—(1) Every Government servant who prepares bills for pay, allowances and contingencies should carefully and correctly prepare them.

(2) All bills of the non-gazetted executive staff for pay, travelling allowance and contingencies should be prepared in duplicate and submitted to the Controlling Officer concerned for passing. The non-gazetted

officer preparing the bill should sign only in the duplicate (office copy) of the bill and not in the space allotted for the signature of the Drawing Officer.

(3) In the case of travelling allowance bills of gazetted officers requiring the counter-signature of the Director or any other Controlling Officer, it will be enough if only one copy (fair copy) is submitted for counter-signature and return. When the fair copy of the bill is received after counter-signature, the countersigning officer's endorsement on the bill should be entirely copied in the office copy of the bill so that if there is any correspondence with the countersigning officer in regard to the bill, the office copy of the bill should be sent as enclosure to the correspondence for reference and return.

436. (1) The following instructions should be observed in the preparation of bills :—

(i) If the amount of a bill, except a contingent bill, exceeds Rs. 20 a revenue one anna stamp should be affixed and signed.

(ii) Printed forms of bills should invariably be used.

(iii) The bills should be written in ink and signed. The amount should be written in words as well as in figures. The amount of annas and pies may, however, be written in figures after the words stating the number of rupees, but in case of there being no annas or pies the word "only" should be inserted after the number of whole rupees and care should be taken to leave no space for interpolation.

(iv) Complete account classification, viz., "Major head, Minor head, Sub-head and Detailed head" should be noted clearly in the bills, by means of printed slips supplied by the Government Press. If printed slips are not available the head of account should be indicated in type-written words.

(G.O. No. 329, Finance, 27th February 1953 ; D.Dis. No. 546-I/53.)

(v) The words "or order" should not be used in payment endorsements. The payment endorsement should be separately signed "pay to (so and so)" and should not be inserted above the drawer's signature in the bill.

(2) The name of the treasury or sub-treasury at which the payment is required should invariably be noted in red ink on the top of the bills. If necessary, the space for writing the name of the treasury or sub-treasury at which the bill will be presented, may be left blank to be filled up at the time of presentation.

(3) Erasures and over-writings are absolutely forbidden in bills. Corrections or alterations in the figures should be attested by initials of the Drawing Officer. Bills which have not been correctly prepared by the subordinates or which contain many corrections may be returned for submission of fresh ones.

(4) When bills are drawn for charges under any special orders, the orders sanctioning such charges should be quoted in the bills and copies

of the sanction duly attested by a responsible officer should also be attached to the bills.

(5) If any deductions are made in a bill, for example, court attachment, the authority under which the deductions are made should be quoted.

(6) The bills should not be used as negotiable instruments by a chain of endorsements on them. They should be receipted by the officer in whose name they have been endorsed by the Drawing Officer and then presented at the treasury for payment either in person or through a messenger.

437. *Treasury vouchers, number and date.*—Every Drawing Officer shall attach to each bill or voucher presented at the treasury for encashment a slip in M.T.C. Form 100. In the case of payments made at district treasuries, the slip will be returned by the Treasury Officer along with the cash or cheque for the amount claimed after noting thereon the number and date assigned to the bill or voucher. In the case of payments made at sub-treasuries the slip will be returned by the Treasury Officer by post, where necessary to the Drawing Officers, after noting the voucher number and date assigned to the bill or voucher.

438. *Bills lost before encashment.*—When a Controlling Officer receives a report that a bill drawn by him has been lost before encashment, he should at once report the fact to the Treasury Officer and request him to take steps to stop payment of the bill if presented. A duplicate bill should be issued only after ascertaining from the treasury that no payment has been made on the original bill, and it should bear distinctly on its face the word " Duplicate " written in red ink.

(Subsidiary Rule 2 under Treasury Rule 16.)

439. *Precautions against fraud or negligence.*—Government accept no responsibility for any fraud or misappropriation in respect of money or bills made over to messengers for encashment. The Government will hold a Government servant personally responsible for any loss sustained through fraud or negligence.

440. *Transport of moneys.*—(1) A Government servant who has to arrange for public moneys to be carried from one place to another by a messenger should take all reasonable precautions to prevent any loss in transit due to misappropriation of the moneys by the messenger or by any other cause. He should pay due regard to all relevant factors including the status of the messenger employed and distance over which the moneys have to be carried. As far as possible he should use for this purpose only permanent Government servants whom he knows to be reliable. When the amount to be carried is considerable, he should not entrust it to a single low-paid subordinate.

(Article 274, Madras Financial Code.)

(2) The Veterinary Assistant Surgeons in charge of Veterinary institutions should themselves cash the bills, when no compounders are

employed. If the Veterinary Assistant Surgeons prefer in any case to send the attendants paid from contingencies for cashing bills, they should do so at their own risk. In such cases, the Veterinary Assistant Surgeons concerned will be held personally responsible for any loss to Government.

(Government Memorandum No. 2870-III/38-1, Development, 21st June 1938.)

441. *Encashment statement.*—An encashment statement in the prescribed form should be submitted promptly by the staff to the Controlling Officers concerned in respect of all bills cashed by them. The bills passed for payment should be cashed with the least practicable delay, and if, for any reasons, a bill issued is not cashed within the month of issue, the fact with reasons for the delay should be intimated to the Controlling Officer concerned, so that necessary entries may be made in the registers. If any non-gazetted officer shows negligence in this matter, suitable action will be taken against him.

NOTE.—In the case of travelling allowance bills of gazetted officers which are countersigned by the Director or Deputy Director no encashment statement need be submitted to the Head Office. But disallowances, if any, made by the Audit or Treasury Officer in the bills should be intimated to the Head Office immediately after the bills are cashed, with reasons for the disallowance.

Section 7—Pay.

442. *Preparation of pay bills.*—(1) The pay of all permanent staff belonging to one particular unit should be claimed in one and the same pay bill form. For example, the pay bill of the Veterinary Assistant Surgeon in charge of a Veterinary Institution should also include the pay of the Second Veterinary Assistant Surgeon, the compounder, etc., if any employed in the Veterinary Institution. Similarly pay bills for all temporary staff should be made out separately in which the number and date of the order sanctioning each of the temporary staff should be quoted.

NOTE.—The pay of menials who are paid from contingencies should be claimed in the contingent bill form and not in the pay bill form.

(2) The pay bill for a month and the accompanying schedules of deductions should be prepared and submitted in duplicate to the Controlling Officer five days before the last date of the month to which the bill relates excluding holidays.

(D.Dis. No. 561-I/46.)

(3) In the case of every individual whose name has been included in the pay bill and whose gross emoluments for the month exceeds Rs. 20 an one anna revenue stamp should be affixed against his name in the last column of the office copy of the bill and signed by the individual concerned before submission to the Controlling Officer.

(4) The pay bill should clearly show the name of the Government servant, his designation, actual pay (or leave salary), officiating pay, special pay, other compensatory allowances, etc., and the total emoluments in the respective columns. Deductions on account of General

Provident Fund, Postal Insurance premia, income-tax, recoveries of rent for residential quarters, refunds of advances if any taken, etc., should be shown in the respective columns and the net amount after deductions entered in the column provided for the purpose. The certificates required under the rules should also be furnished in the bills.

(5) All claims in pay bills, such as pay, special pay, allowances, as well as deductions should be calculated to the nearest anna, fractions below half anna being omitted and half an anna and over being reckoned as one anna.

(G.O. No. 1124, Finance, 14th November 1921.)

(6) Leave of absence, except casual leave, granted during a month should be entered in the body of that month's bill together with the date, forenoon or afternoon from which the leave was taken or on which it ended.

(7) In the case of transfers, the dates, forenoon or afternoon, of handing over charge at the old station and of taking over charge at the new station should be entered in the bill.

(8) When different rates of pay and allowances are claimed for different portions of a month, the number of days for and the rate at which they are claimed should be stated either against the name of the employee or in a note at the foot of the bill, with the necessary reasons.

(9) Increment certificates wherever necessary and copies of sanctions of increments when sanctioned by an higher authority should be attached to the pay bills in which the increased pay is drawn.

(10) When the name of any person appointed permanently to superior service appears for the first time in a pay bill, it should be accompanied by a health certificate in the prescribed form.

(11) In the case of recovery of instalments of an advance, the total amount of the advance taken, the nature of the advance and the date and place at which the bill for the advance was cashed should be mentioned in a schedule attached to the bill.

(G.O. No. 733, Public Works, 22nd March 1941.)

(12) (*a*) In the case of rent recoveries made in a bill a rent statement showing the name of the quarters and the month to which the rent deducted relates should be attached to the bill.

(*b*) The recovery made from occupants of Government residential buildings by deduction from pay bills a schedule in duplicate giving particulars of the recoveries in M.T.C. Form No. 41-A shall be attached to the pay bills. A triplicate copy of the same schedule should be sent to the subordinate officer of the department, cashing the bill, so that he should transmit the schedule to the Executive Engineer after filling in the date of encashment of the bill and the net amount of the bill.

(G.O. No. 648, Finance, 4th July 1950; D.Dis. No. 5583-I/50 and D.Dis. No. 6842-I/50.)

(c) In the case of occupation of residential quarters while on leave on average pay not exceeding four months or on earned leave for 120 days or during a portion of the transit period after handing over charge of the post to which such quarters are attached the staff should mention in the bills the fact of occupation of the quarters and the date, forenoon or afternoon from which they relinquished the same due to transfer. In the case of occupation of quarters during leave period, the number and date of the Director's orders permitting the occupation should be quoted.

(13) The General Provident Fund, Contributory Pension-*cum*-Provident Fund, Postal Life Insurance and Income-tax schedules, etc., should be prepared in the prescribed form and attached to the pay bill.

(14) The names of all servants in last grade service may be omitted from the fair copies of pay bills but a certificate should be furnished in the bills to the effect that all servants whose names have been omitted from but whose pay has been claimed in, have actually been in Government service during the month.

443. *Arrear claims.*—(1) Arrear claims should be preferred separately and should not be included in the regular month's bill. The arrear amounts claimed for each month should be entered separately with the authority under which the claims are made. A claim for arrears which has remained in abeyance for over six months will be subject to a discount of 15 per cent if the delay is due to the claimants' negligence or carelessness. Ignorance of the rules will not be deemed a satisfactory explanation of the delay in preferring a claim and belated claims due to ignorance of the rules will also be subjected to a discount of 15 per cent. Generally claims of Government servants for arrears of pay and allowances or for an increment will not be considered if they have remained in abeyance for over a year.

(D.Dis. No. 974-III/48.)

(2) A note of the arrear bill shall invariably be made in the office copy of the bills for the period to which the claim pertains, over the dated initials of the drawer of the arrear bill, in order to avoid the risk of the arrears being claimed over again.

(D.Dis. No. 2061-I/52.)

444. *Payment at other place of duty.*—When payment has to be made to a subordinate at the place of duty other than his headquarters, the bill should be cashed within the district and the amount may be remitted by a bank draft or Remittance Transfer Receipt sent under service postage or remitted by postal money order at the cost of the Government servant concerned. All bank drafts should be crossed before they are despatched and an advice sent to the party in a separate letter and not along with the draft.

(D.Dis.. No. 501-I/53 ; G.O. No. 473, Finance, 20th March 1953 ; D. Dis. No. 915-I/53.)

445. *Payment for a part of a month.*—In the case of transfer to foreign service, retirement, transfer from one department to another involving a change in the Controlling Authority, promotion from a non-gazetted

to a gazetted post or reversion from a gazetted to a non-gazetted post in circumstances involving a transfer from one office to another, payment due to a part of a month may be drawn before the end of the month.

446. *Payment during leave.*—The pay of a non-gazetted officer on leave who resides during the leave period outside the station from which he went on leave will be drawn at the treasury of his last place of duty or at the District Headquarters Treasury and remitted to the absentee by postal money order at his cost unless the officer on leave has authorized some one to receive the amount on his behalf at the place of encashment. The staff on leave should invariably intimate to the Controlling Officer or the disbursing officer concerned, as the case may be, their leave address so as to facilitate the remittance of the leave salary to them.

447. *Absentee statement.*—The monthly pay bill should ordinarily be supported by an absentee statement in the prescribed form, if any person in superior service was absent during the month either on deputation or suspension, or with or without leave (except on casual leave) or when a post is left vacant substantively whether any officiating arrangements have or have not been made against it. In the case of Veterinary Assistant Surgeons and compounders of the department who are borne on a provincial scale, however no absentee statement need be sent along with the bills by the drawing officers, but a consolidated absentee statement for each month should be sent by every drawing officer to the Head Office not later than the 5th of the following month.

448. *Allowances.*—(1) Local and miscellaneous allowances such as allowances granted on account of the expensiveness or unattractiveness of a locality may be drawn either in full or in part by an officer during leave on full or half pay for a period not exceeding four months under the Fundamental Rules or 120 days under the Madras Leave Rules, provided that,

(i) the officer returns to the same post on the expiry of leave or is transferred at the end of his leave to another post to which a similar allowance is attached ;

(ii) he continues to be involved during leave, etc., in the expenses to meet which the conpensatory allowance is granted ; and

(iii) the competent authority embodies in the orders sanctioning the leave or transfer, necessary permission to draw the allowance and also furnishes therein a certificate regarding the eligibility for the same.

NOTE.—No such certificate need, however, be embodied in the orders sanctioning leave to a Government servant who is eligible for house rent allowance and who is not ordinarily liable to be transferred to another station on his return from leave.

(2) When a Government servant is transferred from a post in which he draws a compensatory allowance to another post to which a compensatory allowance of a like nature is attached, he may draw the allowance during joining time, provided that if the rates of the allowances attached to the two posts differ, he can draw the lower rate only.

(3) A Government servant transferred during leave will draw for the transit period, only the rate of leave salary which he last drew while on leave.

449. *Certificates.*—The claims of Govermment servants for special pay, arrears of pay, increments, etc., have to be supported by certificates as specified below. The certificates should be invariably furnished in the bills in which the particular claims are preferred.

(i) *General.*—Certified that every Government servant on whose behalf pay or leave salary is claimed in the bill has actually been on duty or on authorized leave, as the case may be $\frac{\text{during the month}}{\text{for the period}}$ on account of which his pay or leave salary is claimed and that full details of the names of Government servants concerned and the emoluments drawn for them working up to the total included in this bill have been duly shown in the office copy of the bill.

(ii) *Bills presented at the treasury before the end of the month.*—Certified that there has been no change between the date of preparation of the last month's bill and the last date of the month.

(iii) *Dearness allowance.*—Certified that in respect of person for whom dearness allowance is claimed in this bill, I have satisfied myself that he is eligible to draw the allowance at the rate claimed.

(iv) *House allowance.*—Certified that the house allowance claimed in this bill is in accordance with the rules governing the grant of the allowance.

(v) *Conveyance allowance.*—Certified that the conveyance for which the allowance is claimed in this bill was actually kept in good condition and used by me during the month.

(vi) *Special pay for unhealthy localities.*—Certified that the officers for whom special pay is claimed in this bill are not natives of or domiciled in the localities for which the special pay is sanctioned.

(vii) *Shorthand allowance.*—Certified that the clerk for whom shorthand allowance is claimed in this bill was actually engaged in shorthand work during the period.

(viii) *Special pay for supervision by Head Clerks.*—Certified that the Head Clerk for whom a special pay is claimed in this bill actually supervised the work of the other clerks in the office.

(ix) *Supplemental claims on account of arrears of pay, increment, etc.*—Certified that the amount claimed in this bill was not drawn previously and disbursed before.

450. *Insurance premium.*—Along with the pay bills for October paid in November each year the Drawing Officers should send a certificate to the effect that in respect of premia and policies of non-gazetted subscribers withdrawn from the Provident Funds that premia receipts from the Insurance companies have been duly produced to them for scrutiny and that necessary endorsements have been made on the receipts to the effect that no abatement of Indian Income-tax is admissible.

(D. Dis. No. 554-I/53.)

451. *Income-tax.*—Along with the pay bill for the last month of the financial year, i.e., February, every member of the executive staff should submit to the Controlling Officer a separate statement showing the

particulars of pay, etc. drawn, deductions made on account of provident fund, insurance premia, etc., and the amount of income-tax deducted at source in each of the months of that year.

Section 8—Travelling Allowance.

452. *General instructions.*—(1) Travelling allowance bills and diaries of touring officers both gazetted and non-gazetted should be submitted to the Controlling Officer concerned by the 5th of the month following that to which they relate. Details of journeys furnished in the travelling allowance bill should tally with the particulars furnished in the diaries and if any discrepancy is found it will entail delay in passing the bill.

(2) The travelling allowance of the peon attached to a Touring Veterinary Assistant Surgeon should be included in the bill of the Touring Veterinary Assistant Surgeon.

(3) Gazetted officers, when they submit their monthly travelling allowance bill for countersignature should furnish a statement in the following form :—

(i) Date of journey.

(ii) Distance actually travelled—

(*a*) By rail.

(*b*) By road—

(1) Number of miles connected by public conveyance.

(2) Number of miles unconnected by public conveyance.

(iii) Recognized route if other than the recognized one was followed—

(*a*) By rail.

(*b*) By road—

(1) Number of miles connected by public conveyance.

(2) Number of miles unconnected by public conveyance.

(iv) Route by which travelling allowance is claimed with reasons.

(v) Remarks.

NOTE.—Road journeys in special tracts should be distinctly stated in the statement.

(D.Dis. No. 3542-B/37.)

453. (1) When Veterinary Assistant Surgeons on account of transfer or leave have worked in different charges during a month, separate travelling allowance bills should be prepared for each such charge.

(2) The travelling allowance of non-gazetted Government servants on leave must be drawn in their late districts and remitted to them at their own cost.

(3) In the case of non-gazetted staff transferred from one district to another, the claims for travelling allowance arising in the old districts

for journeys performed prior to transfer may be paid in the new district provided the correctness of the claims is certified by the Controlling Officer of the old station in the body of the bill itself. The Controlling Officer of the new station will sign the bill as the drawing officer as in the case of other travelling allowance bills directly drawn by him.

(G.O. No. 446, Finance, 8th October 1936.)

(4) A Government servant's claim to travelling allowance should be regulated by the rate of pay drawn by him at the time the journey was undertaken. A supplemental claim of travelling allowance is not permissible on account of increase of pay granted with retrospective effect. The travelling allowance of a Government servant who is promoted or reverted with retrospective effect should not also be revised in respect of the period intervening between the date of promotion or reversion.

(5) Controlling Officers have no discretion to restrict the travelling allowance for journeys on transfer to travelling allowance admissible for journeys on tour.

454. (1) When preparing travelling allowance bills, the instructions printed on the bill form should be followed. Pies should be rounded with respect to the total claim of each officer and not for each item of the claim.

(2) The left half of the column headed "From" in travelling allowance bills should be used only for entering the name of the place which is the starting station, the places from which an officer subsequently travels being clear from the entry of the preceding line in the right half of the same column headed "To".

(3) The travelling allowance bills should be checked by the Controlling Officers in accordance with the rules laid down in the Madras Travelling Allowance Rules and subsidiary instructions issued by the Head Office from time to time.

(4) The Controlling Officers should satisfy themselves that all journeys particularly those for which mileage or railway fares are claimed have been made in the interest of public service and that they can be paid for from Government funds. They should scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow the whole or any part of the travelling allowance claimed, if they consider

(i) that a journey was unnecessary, or unduly protracted or

(ii) that a halt was of excessive duration.

(5) They should also scrutinize carefully the distances as well as the rates and the calculations entered in the travelling allowance bills.

455. *Road journeys.*—(1) When a journey by road is combined with a journey by railway or steamer, unless such journey by road be a journey to or from the Government servant's headquarters mileage allowance shall be calculated on the distance actually travelled without regard to central points.

(2) When the staff make a journey of over 20 miles either by road, rail or boat, they should submit in support of the travelling allowance claimed for such journey either the outbreak reports or the orders of a superior officer in original to justify action together with information as to when and where they were actually received by them. Travelling allowance for such journeys will not be passed if they are not supported in this way. All the reports relating to the same outbreak should be pinned together and the whole given one serial number and forwarded to the Controlling Officer along with the travelling allowance bill for check and return with the signed fair copy of the bill. The different serial numbers of outbreak reports or the number and date of the order of a superior officer should be entered in the " Remarks " column of the office copy of the bill opposite the respective journey or journeys made. The mode of journey performed, i.e., railway or boat journeys or road marches should also be indicated within brackets in the " Remarks " column of the travelling allowance bill.

(3) In cases where daily allowance is claimed for road journeys of less than 20 miles either independently or in combination with railway journeys it is not necessary to show in the travelling allowance bills all the places visited. It will be sufficient if the starting and terminating stations alone are mentioned except when the distance actually travelled from the starting place to the terminating place is greater than the direct route. In the latter case, the intermediate villages visited with the distances should be noted.

(4) When a Government servant claims full mileage, he should state against each claim in the travelling allowance bill that the journey was not made by motor car or motor cycle.

(5) He should also certify that the journeys were not performed in a borrowed conveyance, or if they were that the cost of its use and propulsion was paid for by him and that in either case the conveyance has not been shared with any other, and that no part of the cost of transport has been recovered from any other person. A Government servant who performs journey in a borrowed conveyance without meeting the cost of its use and propulsion but whose own conveyance immediately proceeds or follows him should when he claims mileage, certify that the cost of the use and propulsion of his own conveyance which immediately preceded or followed the borrowed conveyance was paid for by him.

(6) When a Government servant claims full mileage for journeys between two places, he should state in the travelling allowance bill that the places are not connected by a regular public motor service.

(7) In calculating mileage allowance, fraction of a mile should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

456. *Leave taken in camp.*—(1) Leave taken or public holidays availed of in camp should be shown in travelling allowance bills together with information as to whether the leave or holiday was availed of at the camping place or out of that place. In the latter case, the date on and the

hour at which an officer leaves the place and rejoins duty thereafter the expiry of the leave or holiday should be furnished.

(2) When a Government servant avails of casual leave or casual leave-*cum*-holidays while on tour and performs the return journey to headquarters without resuming duty at the outstation, he is not eligible for any travelling allowance for the return journey to his headquarters except when the casual leave or casual leave-*cum*-holidays has been availed of due to illness or indisposition.

457. *Grades of non-gazetted Government servants.*—The different grades of non-gazetted Government servants for purposes of travelling allowance are given below :—

Grade.	*Daily allowance.* *Ordinary rate.*	*Daily allowance.* *Rail journeys or halts outside district.*	*Mileage.*	*Railway journey.*
	RS. A.	RS. A.	RS. A.	
Grade VI—Non-gazetted Government servant on a pay exceeding Rs. 250.	4 8	..	0 6	Single second class fare plus daily allowance.
Grade VII—Non-gazetted Government servant on a pay exceeding Rs. 200 but not exceeding Rs. 250.	3 6	3 6	0 6	Do.
Grade VIII—Non-gazetted Government servant on a pay exceeding Rs. 125 but not exceeding Rs. 200.	2 7	2 7	0 4½	Do.
Grade IX—Non-gazetted Government servant on a pay exceeding Rs. 80 but not exceeding Rs. 125.	2 0	2 0	0 3	Single class III fare plus daily allowance.
Grade X—Non-gazetted Government servant on a pay exceeding Rs. 44 but not exceeding Rs. 80.	2 0	2 0	0 3	Do.
Grade XI—Non-gazetted Government servant on a pay of Rs. 30 and above but not exceeding Rs. 44.	0 12	1 0	0 3	Do.
Grade XII—Non-gazetted Government servant on a pay less than Rs. 30.	0 12	1 0	0 3	Do.
Grade XIII—Subordinates in inferior service.	0 12	1 0	0 3	Do.

458. *Mileage allowance.*—(1) Mileage allowance for a journey between two stations, shall be calculated with reference to the shortest route or to the route which is declared by the Government to be the shortest route. When two or more routes are equally short, the allowance shall be calculated by the cheapest.

(2) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance shall be calculated by the route actually used.

(3) Mileage allowance for a journey by road or canal may be drawn when it is necessary for special reasons to make a march of more than 20 miles by road or canal in a day.

459. *Journeys by railway.*—(1) In cases of journeys on transfer which involve a change at Madras the portions of the journeys to and from Madras should be treated as separate journeys for purposes of admissibility of railway fare.

(2) All claims for full fares for journey by railway should be supported by a certificate in one of the following forms according to the circumstances :—

"I. Certified that concessional rates were not obtainable for any of the journeys covered by this bill, or

II. Certified that the concessional rates obtainable for the journeys on (date) could not be availed of for the following reasons." (Reasons to be furnished.)

(3) A Government servant should furnish a certificate in the following form in each travelling allowance bill :—

"I certify that for the railway journeys included in this bill I travelled by class, for which travelling allowance is claimed."

460. *Daily allowance.*—(1) Daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

(2) A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

(3) Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of 5 miles from his headquarters or returns to his headquarters from a similar point.

(4) Daily allowance may be drawn for each calendar day, subject to a maximum of ten days ending at midnight on which a Government servant halts during a tour also for each holiday occurring during the tour.

(5) A Government servant who takes casual leave or avails himself of a holiday while on tour is not entitled to draw daily allowance during such period.

(6) A daily allowance may not be drawn for a continuous halt of more than ten days at any one place. The Head of a department may grant allowance at the rates not exceeding three-fourths of the ordinary rates for the period in excess of ten days up to thirty days so as to cover extra expenses admitted as legitimate, if he is satisfied :—

(i) that the prolonged halt is necessary in the interests of the public service ;

(ii) that the Government servant has been put to appreciable additional expense in connection with it.

NOTE.—In every such case, the amount and character of such outlay should be roughly given and it should be borne in mind that extra expense in this connexion means expense which a Government servant would not have incurred had he remained in headquarters.

(7) The drawal of halting allowance for periods in excess of 30 days requires the sanction of Government. If the work involved is such that it can be foreseen that the Government servant will have to be in camp at one place for more than 30 days, the previous orders of the Government should be obtained for the drawal of halting allowance for any period in excess of the first ten days.

(8) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's temporary headquarters [T.A. 39 (*a*)].

(9) In special localities which have been prescribed by Government, the rates of daily allowance and mileage will be increased by 50 per cent or $33\frac{1}{3}$ per cent as the case may be according to locality.

461. *Journeys on tour.*—No journey is reckoned as a journey on tour that does not reach a point outside a radius of more than five miles from headquarters.

462. *Journeys on transfer.*—(1) Travelling allowance may not be drawn by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience.

(2) For journeys by rail or steamer on transfer, a Government servant may draw fares as shown below of the class by which he is entitled to travel :—

For journeys by rail	Two fares.
For journeys by steamer	One and three-fourth fares.

NOTE.—(i) If a Government servant travels by a class lower than that to which he is entitled to travel, he may draw one fare of the class by which he actually travels, plus the extra fare admissible under the above rule, as for the class by which he is entitled to travel.

(ii) When a journey is performed by a motor car or by a regular public motor service between two places connected by a railway the charge should be limited to what would have been admissible had the Government servant travelled by rail.

(3) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one-half for each child for whom such fare is actually paid.

(4) He may draw the actual cost of transporting at owner's risk by goods train, steamer or other craft, personal effects up to the following maxima :—

Grades of Government servants.	*Maximum number of maunds.*
Government servants in Grade VI and below on a pay exceeding Rs. 150 per mensem	50
Government servants on a pay not exceeding Rs. 150 per mensem	25

(5) He may also claim the actual cost of transport by passenger train of a portion of his personal effects up to the maximum prescribed below out of the total permissible maundage :—

Grade VI and below .. .. 1 maund.

If the Government servant carries personal effects by passenger train beyond this maximum, he may draw the actual cost of carriage up to the amount that would have been admissible had he taken the maximum number of maunds by goods and passenger train as described above.

(G.O. No. 384, Finance, 19th April 1948.)

(6) Claims will be admitted only on production of vouchers and on a certificate that only goods belonging to the Government servant and his family were carried.

NOTE.—*Transport charges for conveyance of bicycles on transfer.*—A Touring Veterinary Assistant Surgeon or a Veterinary Assistant Surgeon in charge of a veterinary institution who has Government work to do away from the hospital such as inspection of breeding bulls, inspection of slaughterhouses and the like is required to maintain a bicycle and such Veterinary Assitant Surgeon will be eligible for transport charges for the conveyence of a bicycle on transfer.

(D. Dis. No. 5847-I/47.)

(7) Controlling Officers may permit a Government servant who, for valid reasons, carried his personal effects by road or canal between stations connected by rail, to draw actual expenses up to the limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train. In cases where transport companies are available for the transport of personal effects, the claim for the actual expenses should be further limited to the amount charged by the company at owner's risk.

(8) The following certificate should be furnished with travelling allowance bills in cases falling under the above paragraph :—

" Certified that, for valid reasons, the personal effects were carried by road or/and canal and that the sum of Rs   claimed in the bill represents the expenses actually incurred therefor and is limited to the amount that would be admissible, had the maximum number of maunds been taken by goods train at the rate of Rs.   (here specify goods rate) per maund.

Certified also that the claim is further limited to the amount charged by the transport company at owner's risk."

NOTE.—If personal effects are actually carried by the transport company, the receipt granted by the company should be attached to the bill in support of the claim.

(9) A Government servant of Grades VI to XII may draw one extra mileage if two members of his family accompany him and another extra mileage if more than two members of his family accompany him.

(10) When the conveyance by road of personal effects can be performed by a railway or steamer company or by a local motor transport company at a rate per mile cheaper than double the Government servant's mileage rate for ordinary journeys, his claim for the cost of such transport up to the maximum mentioned in sub-paragraph (4) above will be limited to the actual amount charged by the company (at owner's risk). In other cases, two extra mileages may be claimed subject to the production of a certificate that there was no transport company available to carry goods at a cheaper rate.

(11) When the conveyance is all by road, one more mileage over and above the two extra mileages admissible will be given.

(12) A Government servant whose personal effects are transported by rail will be paid either (1) the actual charges for packing, transporting to railway station and loading at the one end, and the actual charges for unloading, transporting from railway station and unpacking at the other end, or (2) a consolidated allowance for each maund loaded on rail, of four annas per mile for the distance covered by road, whichever is less subject to the maximum at each end of Rs. 7½ for a Government servant in Grade VI and below.

(13) Government servants of Grade XIII may claim mileage at the rates ordinarily admissible for road journeys on tour, irrespective of the distance travelled and one extra mileage in addition, if accompanied by their families.

(14) When their personal effects are transported by rail, Government servants of Grade XIII will be paid the actual charges for packing, transporting to railway station and loading at the one end, and actual charges for unloading for transporting from railway station and unpacking at the other end, under the conditions and subject to the limits laid down in sub-paragraph (12) above. They are not however, entitled to transport personal effects by road and claim mileage therefor.

NOTE.—When extra mileage is claimed on behalf of members of his family, a Government servant must sign a certificate declaring the number of members who travelled with him and their relationship to him.

(15) If in consequence of his transfer the family of a Government servant travels to a station other than the new headquarters the travelling allowance for this journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

(16) Subject to the prescribed maximum number of maunds, a Government servant may draw the actual cost of transporting personal effects from the old station to a place in India other than his new station, provided that the total amount drawn including the cost of transporting

such personal effects as were taken to the new headquarters shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.

NOTE.—A member of a Government servant's family who follows him within three months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him.

(17) A Government servant who takes leave on average pay for a period not exceeding four months or earned leave for 120 days after he has given over charge of his old post and before he has taken charge of his new post is entitled to transfer travelling allowance irrespective of the fact whether the order of transfer is received before or after the commencement of leave. When vacation is combined with the leave of the above kind, the period of vacation shall also be reckoned as leave.

463. *Journey to attend examination.*—(1) A Government servant is entitled to draw travelling allowance as on tour for the journey to and from the place at which he appears for any special test or any departmental or language examination which is compulsory under any rules or orders applicable to him, provided that no halting allowance is admissible for any halts and that travelling allowance shall not be drawn more than twice for any particular examination or standard of examination.

(2) The Head of a department may disallow travelling allowance to any candidate who in his opinion,

(*a*) has culpably neglected the duty of preparing himself for an obligatory examination, or

(*b*) does not display a reasonable standard of proficiency in an examination which is not obligatory.

(3) The claim should be supported by a certificate by the Controlling Officer to the effect that the conditions prescribed have been satisfied.

464. *Court attendance.*—(1) An officer summoned to give evidence in India of facts which have come to his knowledge in the discharge of his public duties either in a criminal case including case before a court-martial, or a civil case to which Government is a party or a departmental enquiry held by a properly constituted authority, may draw travelling allowance as on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him. He should not accept any payment of his expenses from the Court or the authority. Any fees deposited in the Court towards the travelling allowance and subsistence of the witness should be credited to Government.

(2) When a public servant appears before any Court at his headquarters to give evidence in his official capacity, he will not be paid any allowance. But, however, if the Court is situated at a distance of not more than five miles from his headquarters for which no travelling allowance is admissible under the rules, the Court may, if it considers necessary, pay him the actual expenses incurred.

(G.O. No. 299, Home, 19th January 1939; D. Dis. No. 509-I/39.)

(3) An officer on leave summoned to give evidence of the above kind is entitled to travelling allowance from and to the place from which he is summoned as if he were on duty.

(4) If a Government servant who is absent from his headquarters during vacation is summoned to give evidence, he is entitled to the above concessions from the place at which he received the summons.

(Audit Manual, 167.)

(5) A Government servant under suspension summoned to attend any departmental enquiry or to give evidence in a Court in his official capacity may be paid travelling allowance from and to the place from which he is smmoned as if he were on duty. A Government servant on leave summoned to give evidence of the above kind in a Court will be paid travelling allowance if he were on duty but when he is summoned to attend a departmental enquiry into his own conduct he may be granted with the previous sanction of Government, travelling allowance as on tour either from his previous headquarters to the place of enquiry or from the place where he spends his leave to the place of enquiry, whichever is cheaper.

(Audit Manual, 167.)

(6) An officer who is summoned in similar circumstances to give evidence before a Court in an Indian State or in foreign territory, may claim any fees that have been deposited in the Court for his travelling allowance and subsistence allowance and if these amount to less than the amount to which he would be entitled for a journey on tour, may claim the difference on a bill supported by a certificate from the Court as to the fees paid.

(7) An officer summoned to give evidence under other circumstances is not entitled, by reason of his being an officer of Government to any allowances other than those admissible by the rules of the Court.

465. *Journey for medical examination.*—(1) No travelling allowance will ordinarily be paid for journeys undertaken to obtain a certificate of age, health and vaccination required on first appointment.

(2) A Government servant who is compelled to leave a station at which he is posted and at which there is no medical officer of Government, to another station, in order to obtain a medical advice, he may draw travelling allowance for such journey as on tour without halting allowance, subject to the production of a certificate from the medical officer consulted to the effect that the journey was, in his opinion, absolutely necessary.

(3) If a Government servant is compelled to travel to another station in order to obtain a medical certificate in support of an application for leave or for an extension of leave or for examination as to fitness for further service he may, with the previous permission of the Controlling Officer concerned, draw travelling allowances as on tour for such journey without any halting allowance.

(4) No travelling allowance is admissible to a Government servant for journeys performed to obtain a certificate of fitness to rejoin duty, after leave.

(Audit Manual, 168.)

466. *Appeals.*—The staff of the department should submit to the Head Office through the Controlling Officer concerned any appeal that they may choose to make regarding the disallowance or reduction of any claims in their travelling allowance bills.

Section 9—Contingencies.

467. *General instructions.*—(1) Every Government servant who incurs contingent expenditure should take special care to see that he gets the best possible value for the money spent, that no unnecessary expenditure is incurred and that he does not spend more than the amount placed at his disposal for the financial year.

(2) Contingencies are incidental expenditure which is incurred in running an office, such as pay of menials, service postage and telegrams, rents, rates and taxes, electric current and telephone charges, medicines and other hospital necessaries, apparatus and materials, hot and cold weather charges, cleaning charges, office expenses, freight, tour charges, petty construction and repairs, furniture, books and periodicals, live-stock maintenance charges and miscellaneous other charges.

468. *Class of contingent charges and preparation of bills.*—(1) For purposes of control and audit the contingent charges are grouped as follows :—

(i) Countersigned contingencies, and

(ii) non-countersigned contingencies.

(2) *Countersigned contingencies.*—Expenditure incurred by a Government servant on countersigned contingencies is under the direct supervision of a higher authority known as the Controlling Officer who signs the detailed bills relating to them. Countersigned contingencies are subdivided into (*a*) contingencies which require countersignature before payment and (*b*) contingencies which require countersignature after payment. No contingent expenditure incurred in the Animal Husbandry Department falls under category (*a*). The monthly detailed contingent bills in respect of countersigned contingencies that require countersignature only after payment are submitted to the Controlling authority for close scrutiny and countersignature and the full details of the charges are not, therefore, entered in the abstract bills presented for payment at the treasury, the following items of contingent charges under "Breeding operation" require the countersignature of the controlling authority :—

Charges relating to the maintenance of breeding bulls, purchase of livestock, purchase of dead stock, repairs and upkeep, maintenance of cattle, coolie labour, etc.

(Appendix 8, Madras Financial Code, Volume II.)

(3) *Non-countersigned contingencies.*—No detailed bills are sent to the Controlling authority for non-countersigned contingencies. Each contingent bill for non-countersigned contingencies presented for payment at the treasury should, therefore, contain full details of the expenditure, and the sub-voucher for any individual payment exceeding Rs. 25 included in the bill should be attached to it.

469. (1) The contingent bills of the touring staff should be submitted to the Controlling Officer concerned by the 5th of each month. The bills relating to ordinary contingencies in the Veterinary Institutions should be submitted to the Controlling Officer by the 15th of each month while those for the pay of menials and the rents of buildings should be submitted so as to reach the Controlling Officer by the last working day of the month to which they relate.

(2) The contingencies of non-gazetted Government servants on leave should be drawn in their late districts and remitted to them at their own cost.

(3) Contingent charges are to be recorded and treated in the accounts as the charges of the month in which they are drawn from the treasury.

(4) *Temporary Advances.*—The Director is empowered to permit the officers under his control to draw temporary advances not exceeding Rs. 500 to meet urgent expenditure subject to the conditions that this privilege should be restricted to cases of absolute necessity and that the temporary advance should be accounted for before the end of the month in which it is drawn.

(G.O. No. 6039, Development, 23rd December 1949 ; R. Dis. No. 2684-I/48.)

470. *Contingent Register.*—A contingent register in M.F.C. Form No. 7 must be maintained where contingent bills are drawn. Separate registers may be opened if convenient for the countersigned and non-countersigned contingencies. The following points should be observed in maintaining the register :—

(*a*) The pages should be numbered in advance.

(*b*) The allotment for the year under each secondary unit should be entered at the top of each page in the space provided.

(*c*) The bills should be serially numbered from the commencement to the end of the official year.

(*d*) The money columns should be used for posting figures only.

(*e*) With each bill, the total under each heading should be furnished ; a progressive total of all the columns also should be furnished every month immediately after the monthly total. It should include all payments made under each head and also all work bills paid from the commencement of the year up to the end of the last expired month.

(*f*) The total for each line should be entered crosswise in the total column.

(*g*) Dates of vouchers and bills should invariably be entered as well as the payee's name. In the column to whom paid "the Vendor" or other payee's name should be entered. The name of the disburser should be entered only when the wages of the coolies, etc., are paid.

(*h*) Very brief but intelligible purports should be furnished against each item of expenditure including work bills in the remarks column.

(*i*) The officer in charge should initial each entry in the space allotted for the purpose.

(*j*) The date and place of encashment should be noted against the amount of the respective bill in the "remarks" column.

(*k*) Advances drawn should be shown separately in red ink, in the advance column under the initials of the officer in charge and accounted for immediately below it. If this is not done, the number of the page in the register where they are accounted for, should invariably be noted against the corresponding advance.

(*l*) Advances made from the permanent advance to peons for railway fares and office expenses in camp, etc., should be entered immediately after disbursement in the advances column. When each advance is subsequently adjusted the fact should be noted in the remarks column.

(*m*) The amount of the bills paid by book transfer should be entered in the contingent register in red ink and the balance of appropration available should be reduced accordingly.

471. *Vouchers.*—(1) The staff of the department will submit all the sub-vouchers to the drawing officers concerned along with the contingent bills. The latter will check the sub-vouchers and cancel every one of them (excepting those for sums above Rs. 25 which are required to be forwarded to the audit office) by means of a rubber stamp or by an endorsement in red ink across the voucher and initialled with date. The cancellation should be made by the drawing officer at the time when the contingent bill in which the sub-vouchers are included, is actually signed.

(2) The following instructions should be carefully observed with regard to the submission of the contingent bills and preparation of vouchers. The drawing officers are responsible for seeing that the rules regarding preparation of vouchers are observed by subordinates :—

(i) A Government servant entrusted with the payment of money should obtain for every payment a voucher setting forth full and clear particulars of the claim. These vouchers should bear an acknowledgment of the payment signed by the person by whom and in whose behalf the claim is put forward. Such acknowledgments should always be taken at the time of payment and should be worded as "received from, etc."

(ii) Every voucher should generally contain the following particulars :—

(*a*) The nature of the claim, viz., quantity and number of articles supplied with their specifications.

(*b*) The amount claimed and the rate per unit.

(*c*) Date and place of supply.

(*d*) The period for which the claim relates, if it arises periodically.

(*e*) Full signature of payee or his thumb-impression.

(*f*) The orders sanctioning the charge if it was incurred under special orders.

(*g*) The authority for any reduction made in the bills and

(*h*) The major, minor sub and detailed account head to which the charge is debitable.

(3) All vouchers should be serially numbered for each official year. Numbers should be given even to vouchers which relate to payments made after encashment of contingent bills.

(4) All vouchers must be filled in and signed in ink. They should invariably be dated and the amount of each voucher should be entered in words as well as in figures.

(5) The signature of the payee should be obtained in all receipts. If the payee cannot sign his name his mark or thumb-impression should be obtained with the signature of a witness in authentication. In exceptional cases when the payee is so illiterate that he cannot either sign his name or give his mark on the voucher a certificate should be furnished in the bill to the effect that the amount was actually paid.

(6) All vouchers exceeding Rs. 20 relating to a contingent bill must be stamped. Every voucher for sums above Rs. 25 should be attached to the fair copy of the contingent bill presented at the treasury or forwarded to the Acconntant-General, Madras with reference to the bill to which it relates.

(7) A cash memorandum will not be regarded as a sub-voucher or a valid receipt unless it contains a specific acknowledgment of the receipt of money from the person named therein.

(8) Every voucher must bear a pay order signed or initialled and dated by the disbursing officer, this order should specify the amount payable both in words and figures.

(9) All corrections and alterations in the vouchers should be attested by the dated initials of the person signing the receipt as many times as such corrections or alterations are made.

(10) Disbursement certificate should always be furnished in the vouchers with dated initials.

(11) In all vouchers for cart or coolie hire paid, the Government articles carried should be clearly stated in detail. The distance travelled as well as the rate paid per mile should also be shown.

(12) In vouchers claiming railway fares for coolies or messengers accompanying the district staff, hours of journey should be stated, and a note should be made as to whether the journey was performed by the mail or ordinary train.

(13) In vouchers in which demurrage charges are included, the amount of demurrage paid should be separately and distinctly shown.

472. *Cancellation of sub-vouchers.*—(1) Sub-vouchers to contingent bills should be cancelled in such a manner that they cannot be used fraudulently to claim or support a further payment. Whenever a drawing officer signs a fully vouched contingent bill for presentation at the treasury for payment or a detailed contingent bill for submission to the Controlling authority, he should at the same time cancel all the sub-vouchers relating to the bill, but not attached to it and retained for record in his office. He should endorse the word " cancelled " across each sub-voucher in red ink or by a rubber stamp and initial it with the date. He should certify on the bill that all the sub-vouchers relating to it other than those attached to it have been so cancelled that they cannot be used again.

(2) When the amount of a sub-voucher exceeds the permanent advance, it should be cancelled in the manner described above as soon as payment has been made and entered in the contingent register. Whenever a Controlling authority forwards a detailed contingent bill to the Accountant-General he should cancel in the manner described above all the sub-vouchers received with the bill not forwarded with it to the Accountant-General and should certify on the bill that all such sub-vouchers have been so cancelled that they cannot be used again.

473. *Bills endorsed to parties.*—(1) When a contingent charge of not less than Rs. 50 is payable to a private party, a separate contingent bill should ordinarily be prepared for the amount and endorsed for payment to the party concerned, whether he resides in the district in which the claim arises or not. When a drawing officer is satisfied that there are special and exceptional reasons which make it desirable to endorse a contingent bill for an amount below Rs. 50 in favour of a private party or to pay in cash a contingent charge of Rs. 50 or more due to a private party, he may record the reasons and act accordingly.

(2) A contingent bill payable at a treasury should not ordinarily be endorsed for payment to a private party after 15th of March.

(3) No endorsement on a contingent bill remains valid for longer than three months counting from the date of issue. Whenever any contingent bill issued in the last quarter of the year is endorsed for payment to a private party, it should be stated in the endorsement that the payment order will remain valid only up to the end of March.

(4) Whenever a contingent bill is endorsed for payment to a private party, the drawing officer should immediately send an advice to the Treasury at which it is to be paid, giving all the particulars of the bill. He should see that the item is entered at once in the contingent register in red ink with a note to the effect that the amount has been drawn and attest the entries by his initials. He should also see that the slip in M.T.C. Form No. 100 accompanying the bill is received back from the Treasury duly filled in.

474. *Menials paid from contingencies.*—The menials employed in this Department (not belonging to Madras Last Grade Service) belong to the class of non-pensionable menials establishment whose pay is debitable to contingencies. Menials employed in Livestock and Dairy Farms are of two kinds, viz., (1) Regular coolies whose wages are paid monthly and (2) Casual coolies on daily wages.

475. *Sanctioned number.*—(1) All the menials employed in Veterinary Hospitals and dispensaries are called " Attendants ". The number of attendants to be employed in Veterinary Dispensaries should be regulated by the following scale and should be appointed within this limit subject to actual necessity. No increase in the number will be allowed unless the average attendance for at least a year has justified the increase.

Daily average attendance.	Number of menials to be employed.
Below 40	2
Between 40 and 55	3
Above 55	4

(G.O. Press No. 750, Development, 25th May 1935 ; D. Dis. No. 527-A/34.)

(2) When there is a necessity for the employment of additional attendant depending on the daily average attendance of a Veterinary Dispensary separate proposals should be submitted to the Head Office for sanction.

(3) Any reduction in the number of attendants employed in a Veterinary Dispensary in accordance with the above scale should be made on the basis of the daily average attendance with effect from 1st April and the fact mentioned in the certificate prescribed in the following paragraph.

(Government Memorandum No. 2749-II/35-1, Development, 27th August 1935 ; D. Dis. No. 527-A/34 ; R. Dis. No. 3909-I/52.)

(4) The District Veterinary Officers should furnish a certificate to the Head Office not later than 15th of April every year to the effect that the number of attendants engaged in the various Veterinary Dispensaries in their charge during the preceding official year was not in excess of the scale laid down. They should also furnish along with the certificate a statement of the average attendance and the number of attendants in the following form :—

(i) Name of the Veterinary Dispensary.

(ii) Daily average attendance during the previous official year.

(iii) Number of attendants employed from 1st April 19 .

(iv) Number of attendants admissible according to the sanctioned scale.

(5) Sanction of the Director should be obtained for the employment of coolies for additional Veterinary Assistant Surgeons posted for inoculation work or other duties, and their pay should be fixed in accordance with the market rates not exceeding the maximum of Rs. 15 per mensem.

(6) The posts of punkah-pullers and sweepers in the subordinate offices should be combined into one, and one individual designated as punkah-puller should be appointed to perform both the duties and his pay fixed in accordance with the local market rate in consultation with the Collector of the district concerned. Such pay should be debited to "Hot and Cold Weather charges". In offices in which there is no need for a punkah-puller a sweeper alone designated as such, should be employed and his pay debited to "Cleaning charges".

(D. Dis. No. 4331-B/38.)

476. *Pay.*—(1) Though a maximum pay of Rs. 15 per mensem is admissible for unskilled menials such as attendants, sweepers, cleaners, punkah-pullers, watchmen, water-suppliers, scavengers, thoties, gardeners, etc., the Controlling Officers should bear in mind that the maximum rate should not be allowed as a matter of course. But the pay of each post should be fixed within the maximum with due regard to the nature of work and in consultation with the local revenue authorities with reference to the current market rates, i.e., the rates of pay required to obtain the services of suitable men of the different classes in the locality concerned. They should also see that there is sufficient budget provision to meet the expenditure. The above rates of pay are alterable from time to time with reference to the prevailing market rates.

(2) The pay of all the menials paid from contingencies should be revised by the Controlling Officers during February every year in consultation with the Revenue authorities and revised rates of pay fixed by them wherever necessary from 1st March. In any case a pay of more than Rs. 15 per mensem to a contingent menial (unskilled menials) should not be allowed without the previous sanction of the Head Office even though the local market rates of wages recommended by the Revenue Officers exceed this limit. In the case of watchman the wages should be fixed at Rs. 10 per mensem pay, plus dearness allowance or at the local market rates whichever is less. A statement showing the revised rates of pay so fixed should be submitted to the Head Office by the 15th March every year with a certificate in the following form :—

"Certified that the rates of pay allowed for the different classes of menials are fixed with reference to the prevailing market rates and are within the maximum rates laid down by Government and that when the maximum rates laid down by Government have been exceeded, their sanction has been obtained."

(D. Dis. No. 527-A/34 ; G.O. No. 5249, Development, 27th December 1950 ;
D. Dis. No. 831-I/50.)

477. *Menials taken on tour.*—The Veterinary Assistant Surgeons in charge of Veterinary institutions who have to attend to outbreak reports may take menials with them while proceeding on tour. The pay of such

menials may be enhanced for the period of the tour by an amount not exceeding the travelling allowance admissible under the Madras Travelling Allowance Rules to officers of the lowest class, provided that the menials would have been eligible for a daily allowance for the journey, had they been working on a regular establishment. When travelling in special tracts, the enhanced pay in lieu of travelling allowance may be raised as admissible under the Madras Travelling Allowance Rules.

478. *Muster rolls.*—(1) Muster rolls should be maintained for all coolies on manual labour paid at daily or monthly rates and the contingent bills in which their wages are drawn should be supported by the following certificates signed by the disbursing officer :—

"Certified that all menials whose pay has been charged in this bill were actually entertained in Government service during the period concerned."

(2) In the cases of all other menials, the contingent bill in which their pay is drawn should show the class to which each menial belongs and the sanctioned rate of pay.

479. *Leave.*—(1) Menials paid from contingencies may be granted casual leave up to 15 days in a calendar year. They may be permitted to combine casual leave with authorized public holidays but the total period of such absence should be restricted to seven days at a time. The Controlling Officers can appoint substitutes in the place of menials granted leave, but they should use their discretion in the matter and appoint substitutes only in unavoidable cases. It should be borne in mind that no extra expenditure should be incurred on this account.

(2) The Director is empowered to sanction the payment of holiday pay and disability wages as follows to regular coolies attached to the Livestock and Dairy Farms and who are paid from contingencies :—

(D. Dis. No. 896-III/47 ; D. Dis. No. 2151-B/33.)

(A) *Holiday pay.*—For each regular cooly a holiday pay account, in days, shall be maintained in the following manner :—

(i) At the end of each calendar month, irrespective of the number of days in the month and of the number of days in the month on which the cooly has worked, he shall be credited with 2 (two) days if the cooly works for more than 15 days in a month, and one day if he works for less than 15 days a month, plus the appropriate number of days for such festivals as occur in the month provided that for the latter entry the total number of festival days for which he shall be given credit shall not exceed 12 in the year. The entires will then be totalled. Along side this total shall be entered the number of days in the month on which the cooly worked. If the sum of these two figures total holiday pay at credit plus number of days worked in the month gives a figure which is higher than the number of days in the month, then the difference shall be carried forward as days holiday pay at credit in the next month's account and the cooly will be paid a full month's wages.

(ii) If this sum is equal to the number of days in the month the balance carried forward will be nil and the cooly will again draw a full month's pay. If however, this sum is less than the number of days in the month the balance carried forward will again be nil and the cooly will be paid the fraction of his month's pay expressed by the fraction sum number of days in the month.

(iii) At the end of December the account will be closed for the year. The balance of holiday pay if any at credit will then be converted into a cash payment which shall be made to the cooly in addition to his month's pay. This cash payment shall be calculated on the rate of pay the cooly is drawing in this month or the actual pay drawn to the month in case where the cooly is allowed different rates of pay on different periods in that month, whether it be higher or lower than the rate of pay drawn in any other month of the calendar year.

(iv) The concessions are not to be claimed by the cooly as a matter of right but that the grant of it is left to the discretion of the officer under whom he works.

(B) *Disability wages.*—In addition to the above, leave with wages may be granted to the regular coolies employed in the Livestock section when they are temporarily disabled by injury caused by accidents arising out of and in course of their employment subject to the following conditions :—

(*a*) regular coolies alone are eligible for this leave ;

(*b*) the leave cannot be claimed as a right ;

(*c*) the power to grant this leave will rest with the Director who will grant leave on the merits of each case on the recommendation of the Controlling Officer ;

(*d*) the maximum leave granted shall not exceed 30 days in a year ; and

(*e*) the Director has powers to grant leave either on full or lesser wages.

(G.O. No. 1399, Development, 2nd August 1941 ; D. Dis. No. 3009-I/41.)

480. *Service postage stamps.*—(1) Service postage stamps are obtainable from any treasury on presentation of a special contingent bill in M.T.C. Form No. 60 prescribed for the purpose. The bill will contain the acknowledgment of the drawing officer for the receipt of the stamps indented for and will be treated in other respects in the same way as a contingent bill for drawing cash from the treasury. A certificate should be furnished by the drawing officer to the effect that the stamps for which the bill is prepared are required for the purpose of prepaying postage on communications which are bona fide on Madras Government Service and for meeting other charges payable to the post office, for which service postage stamps are accepted. The Treasury Officer has power to

substitute one kind of stamp for another indented for if the latter is not available but he will not reduce or increase the amount of the bill.

(G.O. No. 1473, Revenue, 22nd September 1925.)

(2) Veterinary Assistant Surgeons requiring service stamps should prepare a bill in duplicate in the proper form and submit it to the Controlling Officer in time for presentation at the treasury before the stock of stamps on hand runs out. Before preparing a bill for service stamps, a Veterinary Assistant Surgeon should check the despatch register and append a certificate to the bill that the stamps previously received from the treasury have been brought to account and the balance on hand has been verified and the issues checked.

(3) The cost of all bearing and insufficiently stamped covers received should be debited to " Service postage and telegram charges ".

481. *Electric current.*—A charge on account of electric current in a contingent bill should be supported by the bill received from the current supplying authority.

482. *Telephone charges.*—In the case of telephones supplied by the Government Telephone Department bills for telephone and trunk call charges for amounts exceeding Rs. 25 each will be received in duplicate and the officer served on approving the bill will countersign both and return one copy with the contingent bill to the Accountant-General for adjustment after making necessary notes in his contingent register. In the case of bills for amounts not exceeding Rs. 25 each bill will be paid in cash or by cheque and the officer served should retain one copy of the bill for record in his office and attach the copy to the contingent bill to be presented at the treasury for payment.

(G.O. No. 2059, Public, 18th August 1952; D. Dis. No. 915-I/52.)

483. *Rates and taxes.*—(*a*) The bill demanding the payment of municipal and other local taxes on buildings occupied by Government offices should be attached to the contingent bill in which the amount is drawn. A Veterinary Institution is classified under " Public buildings and places used for charitable purposes " and as such is exempt from property (House) tax under section 83 (*c*) of the District Municipalities Act and under section 99 (*a*) of the Madras Local Boards Act, 1920, as amended by Act XXI of 1939. Residential quarters attached to the Veterinary Institutions are not, however, exempt from payment of tax, but the tax on residential quarters attached to permanent institutions is paid by the Public Works Department and not by the Animal Husbandry Department, and the tax on rented buildings should be paid by the owners of the buildings.

(G.O. No. 1611, L.A., 4th May 1940: D. Dis. No. 1683-I/47.)

NOTE.—The charges on account of excess water consumption should be debited under " Rates and Taxes " where this detailed head exists and to " other contingencies " in the other cases. The charges on account of cleaning soakage pits, under a special arrangement with the municipality or local body should be classified as " cleaning charges ".

(D. Dis. No. 3365-B/32.)

484. *Hot and cold weather charges.*—(1) The supply of goglets and tumblers in all offices during the hot weather should not exceed the scale laid down below :—

Class of Government servants.	Scale of supply.
Government Gazetted Servants.	One glass tumbler and one earthen-ware goglet for each, once in a year—
Non-Gazetted Government Servants.	(*a*) One glass tumbler for each non-gazetted Government servant and one earthern-ware goglet for a group of four non-gazetted Government servants, once in a year in cases not covered by clause (*b*) below.
	(*b*) One plastic tumbler and one earthern pot common for all attenders and subordinates of similar status, peons and other last grade servants in an office, once in a year.

(G.O. No. 885, Finance, 19th August 1949 ; D. Dis. No. 6954-I/49.)

(2) The use of punkahs and electric fans for non-gazetted establishments should ordinarily be limited to the months of April to September, but the Controlling Officer may extend such use to the months of March and October also if the concession is really necessary. In exceptional cases, the Director may allow the use of punkahs and electric fans for non-gazetted establishments during the other parts of the year if he is satisfied that there is a real necessity for it.

485. *Office expenses.*—Charges for such items as the following fall under this head : Rat traps, gum pots, nails, matches, firewood, lighting other than electric, advertisement charges, dhobying, renting of post boxes, photographic charges, postal commission on money orders, etc. The nature of each charge should be described in detail in contingent bills.

486. *Cart-hire and coolie charges.*—Cart hire and cooly charges incurred while on tour should be debited to " Tour charges " and in other cases to " Office expenses."

487. *Conveyance charges.*—(1) When a non-gazetted or last grade Government servant is sent on duty to a place at some distance from his office, or is summoned, to his office by a special order of a gazetted Government servant outside the ordinary hours of duty, the head of the office may order that the expenditure involved be debited to the contingencies of the office, provided—

(i) that the head of the office certifies that the expenditure was actually incurred was unavoidable and is within the scheduled scale of charges for the conveyance used, and

(ii) that the Government servant is not entitled to draw any travelling allowance for the journey, is not granted any compensatory leave, and does not and will not receive, any special remuneration for the performance of the duty that necessitated the journey.

(Madras Financial Code, Appendix 7 (11).]

(2) Controlling Officers should use their discretion and admit only reasonable and deserving claims.

(3) No conveyance charges will be allowed to Veterinary Assistant Surgeons in charge of Veterinary Institutions for journeys within a small radius of about a mile or two from the Veterinary Institutions merely for the inspection of breeding bulls. But if in such cases, they have to carry medicines, etc., for the treatment of bulls, actual conveyance charges may be allowed at the discretion of the Controlling Officer.

(D. Dis. No. 495-I/40.)

488. *Advertisements.*—Advertisement charges can be incurred only with the sanction of the Director. Officers who incur expenditure on Government Advertisement in newspapers should furnish a certificate in the contingent bill in which claims for advertisement charges are preferred, that the rates claimed are not in excess of the rates prescribed by the Government from time to time.

489. *Photographic charges.*—The following officers of the department are empowered to sanction the photographic charges in the public interest subject to the limit indicated against each :—

Director—No money limit.

Principal, Veterinary College, Superintendent, Institute of Veterinary Preventive Medicine, District Veterinary Officers and Veterinary Investigation Officer—Rs. 25 each at any one time.

490. *Bicycles.*—The initial supply of bicycles to officers requires the sanction of Government. The head of an office may have a bicycle supplied to his office repaired locally or at the nearest repairing centre. The sanction of the Director should be obtained for condemning old unserviceable cycles and purchase of new ones in their place.

491. *Specimens.*—The purchase of specimens from the Indian Veterinary Research Institute requires the sanction of the Director.

492. *Miscellaneous stores.*—The Controlling Officers may sanction the purchase and replacement of stores up to Rs. 100 at a time subject to budget provision.

493. *Insurance charges on scientific apparatus.*—The Principal, Veterinary College, Madras, is authorized to incur insurance charges on scientific apparatus and stores at Government cost.

(G.O. No. 4851, Development, 29th November 1950; D. Dis. 7541-I/50.)

Section 10—Advances.

494. *Advances on transfer.*—(1) Advances of pay and/or travelling allowance may be granted by a Controlling Officer to a Government servant in permanent employ who receives an order of transfer during duty or leave. The Controlling Officers are empowered to grant similar advances to a temporary and officiating Government Servant who has no substantive post but is an approved probationer and is not likely to be discharged within four months. In the case of any other temporary and officiating Government servant who has no substantive post an advance of travelling allowance only can be granted.

(Madras Financial Code 239 ; D. Dis. No. 459-I/45.)

(2) An advance should not exceed one month's substantive pay excluding overseas pay) plus the travelling allowance to which the Government servant is expected to become entitled under the rules in consequence of the transfer.

(3) An advance on account of a transfer should invariably be recorded in the Government servant's last pay certificate. A Government servant who is eligible for an advance of pay on transfer may be allowed to draw that advance at his new station within a month of the arrival there, if his last pay certificate shows that he did not draw any such advance at his former station.

[Instruction (f), T. R. 19.]

(4) The advance of pay should be recovered from the Government servant's pay in three equal monthly instalments, and the first instalment should be deducted from the first full month's pay drawn after the transfer or move. The first two instalments should be fixed in whole rupees, and the remaining balance including any fraction of a rupee should be recovered as the third instalment. When recoveries have to be made from the same Government servant on account of more than one advance of pay drawn on transfer, the recoveries should be made concurrently. The advance of travelling allowance should be recovered in full in the Government servant's travelling allowance bill for the journey in question. The Government servant should present this bill as soon as possible and if the amount of the bill is less than the advance, he should refund the balance in cash at once.

(5) If any member of a Government servant's family does not accompany him but follows him within three months from the date of his transfer, a separate advance may be granted at the time on account of the travelling expenses of that member, provided that no advance has already been drawn for the same purpose.

(6) When a single advance is drawn for the travelling expenses of both the Government servant and his family, it may be adjusted by submitting more than one bill, if the members of the Government servant's family do not actually complete the journey with him. The Government servant should, however certify on each adjustment bill that he will submit a further bill in due course for the travelling allowance

admissible on account of the members of his family (to be specified) who have not yet completed the journey and that he expects the amount claimed in that bill to be not less than the balance of the advance left unadjusted. If necessary, he should refund a part of the balance in cash before signing this certificate.

(7) When applying for the advance, the Government servant will submit a bill in duplicate to the Controlling Officer duly stamped and signed noting therein the particulars of the transfer and the treasury at which the payment is required. No action will be taken on bills which are not submitted in accordance with these instructions.

495. *Tour advance.*—The Director has delegated his powers to the Departmental officers of drawing advances of tour travelling allowance for themselves subject to the following conditions in addition to those laid down in Madras Financial Code :—

(i) That the advance drawn should in no case exceed three-fourths of the probable requirements for a month ;

(ii) that the Controlling Officers who countersign travelling allowance bills are kept promptly informed of the amount of advance drawn with date and place of encashment ;

(iii) that the usual certificate that no tour advance previously drawn is pending adjustment is furnished in the bills ;

(iv) that the advance drawn in March is adjusted within the end of that month ; and

(v) that the advance drawn is debited to the concerned head of expenditure in the budget.

(G.O. No. 1134, Finance, 22nd October 1945 ; D. Dis. No. 5964-I/45.)

496. *Conveyance advances.*—Advances for the purchases of conveyance will be sanctioned only by the Government for which an application should be submitted to the Director through the Controlling Officer.

497. *Purchase of motor cycles.*—(1) This advance is permissible to Government servants to whom the Government have granted conveyance allowance for the maintenance of a motor cycle for the discharge of their duty.

(Madras Financial Code, 231.)

(2) An advance should not exceed Rs. 1,200 or eight months' pay or the anticipated price of the motor cycle whichever is less. Recovery of this advance may, at the option of the officer and subject to the approval of the sanctioning authority, be made in monthly instalments of not less than one-fortieth part of the advance.

(G.O. No. 1007, Finance, 10th December 1947 ; D. Dis. No. 8529-I/47.)

(3) A Government servant who is eligible for an advance for the purchase of a motor cycle and requires an advance should submit his application in Form 12 of the Madras Financial Code together with an agreement executed by him in Form 13.

(Madras Financial Code, 231.)

(4) If the advance is sanctioned, the Government servant will be required to complete the transaction of purchase within one month from the date of drawing the advance according to the conditions laid down in the Madras Financial Code and also to execute a mortage bond immediately in Form 14 of the Madras Financial Code hypothecating the motor cycle to the Government as the security for the advance. The motor cycle should be insured within one month from the date of purchase, and it should be renewed periodically so long as any amount remains outstanding on account of the advance.

[Madras Financial Code, 230 (c) (3.)]

498. *Conveyance other than motor cars and motor cycles.*—(1) A Government servant other than a low paid servant as an attender or peon is eligible for an advance if his post entails duties involving touring or if, in the case of an application for an advance for the purchase of a bicycle, the Government consider that the possession of a bicycle would increase his efficiency.

(Madras Treasury Code 232.)

(2) An advance should not exceed Rs. 200 or four months' pay or the estimated price of the conveyance whichever is the least. If the actual price paid is less than the advance taken, the balance should be refunded to the Government immediately. A Government servant who takes an advance should, within one month after drawing the advance, furnish a certificate stating either,

(i) that he has utilized the full amount advanced for the object for which it was granted, or

(ii) that he has refunded into the treasury the balance of the advance in excess of the actual price paid for the conveyance.

(3) The advance sanctioned will be recovered in twelve monthly instalments together with additional instalments towards interest at the rates fixed by the Government from time to time commencing from the first issue of the pay after the advance is drawn. The instalments of the advance to be recovered will be fixed in whole rupees except in the case of the last instalment when the remaining balance including any fraction of a rupee will be recovered. The recovery of interest will commence from the month following that in which the entire advance amount has been repaid and will be recovered in one or two instalments each such instalment not being appreciably greater than the instalments by which the principal was recovered.

(4) A conveyance bought with an advance will be the property of the Government until the advance has been fully repaid together with the interest due on it. So long as the Government servant who has taken an advance still owes the Government anything in respect of it, he should submit to the Controlling Officer every month a certificate to the effect that the conveyance is in his possession and in good order. This certificate should be furnished before the Government servant's pay is disbursed and attached to the acquittance roll. The conveyance may, if necessary, be sold or otherwise disposed of with the

previous sanction of the Director provided that the sale proceeds are applied towards the repayment of the advance and the interest due on it so far as may be necessary.

[Madras Financial Code, 232 (*b*) (ii).]

(5) The gazetted officer who draws the pay bill of the Government servant concerned should attach a certificate on the first pay bill cashed after the advance has been drawn that he has seen the conveyance and the voucher for its purchase. If the Government servant draws his own bill, the certificate should be furnished by the Gazetted Officer under whose immediate control he is working.

[Madras Financial Code, 232 (*b*) (ii).]

(6) No second advance will ordinarily be granted within three years of a previous advance unless satisfactory evidence is provided by the Government servant concerned to the effect, that the conveyance purchased with the help of the previous advance has been lost or has become unserviceable. The sanctioning authority should furnish a certificate with the orders sanctioning the advance, that the advance sanctioned is either a first advance, or a second advance sanctioned after a period of three years of the previous advance. In other cases, he should certify that he has satisfied himself that the conveyance for the purchase of which the previous advance was drawn by the Government servant was lost or has become unserviceable, as the case may be.

(D. Dis. No. 3332-I/53.)

499. *Permanent advance.*—(1) A permanent advance to the officers in the Department is sanctioned by the Director not exceeding the amount which is considered appropriate and is essential to meet the ordinary requirements. This advance is intended to incur urgent unforeseen expenditure which cannot be postponed until a bill is prepared and money is drawn from the treasury.

(Madras Financial Code, 94.)

(2) An application for the initial grant of a permanent advance or for the revision of the amount of an existing permanent advance should generally be sent to the Director for sanction through the Accountant, General, Madras, who will state what amount, if any, he considers appropriate for the advance. When submitting the application, complete details of daily expenditure incurred during the previous three months should be furnished in order to enable the Director to limit the amount of permanent advance to an amount which is absolutely essential.

(3) In the case of Veterinary Assistant Surgeons, however, the Director is competent to fix and sanction the amount of permanent advance without consulting the Accountant-General in advance. In such cases, a statement of expenditure for every day for three months from the drawal of the permanent advance should be submitted to the Head office by the Controlling Officer through the Accountant-General, Madras, to see if the advance sanctioned is appropriate or otherwise.

(D. Dis. No. 1954-I/43.)

(4) On the 15th April every year each Controlling Officer should forward to the Accountant-General, Madras, an acknowledgment in the prescribed form for the full amount of permanent advance for which he is responsible including the portions of the advance distributed to his subordinates. For this purpose, every member of the staff who holds a permanent advance should send his acknowledgment to his Controlling Officer by the 5th April every year.

(Madras Financial Code, 93.)

500. *Recoupement of permanent advance.*—At the end of each calendar month, and also when, in the course of a calendar month, a transfer of charge takes place and it is found necessary to draw money for contintingent expenses (e.g., when the balance of the permanent advance on hand has become inconveniently small) the officer-in-charge of the cash should add up the totals and draw contingent bills.

(Madras Financial Code, 106.)

501. *Drawal of contingent advances.*—When the permanent advance is running short and a payment exceeding the balance has to be paid, the amount of that payment may be entered in the contingent register and an advance bill drawn. The payment should be made immediately after the bill is cashed. The practice of drawing money in advance of requirements towards the end of the official year with a view to avoid lapse of grant is highly irregular and serious disciplinary action will be taken of such irregularities.

Section 11—Budget and Accounts.

502. *Preparation of statement of establishment and fixed allowances.*—This statement is due to the Director on 15th June every year. The following instructions should be borne in mind in preparing it :—

(i) Separate statements should be prepared (*a*) for each minor head and (*b*) for permanent and temporary posts under each minor head.

(ii) The statements for " Pay " and " Fixed allowances " should be prepared in the form prescribed.

(iii) All establishments (both gazetted and non-gazetted) should be taken into account.

(iv) Provision for pay should be calculated by multiplying the pay of each incumbent as on 1st April by 12.

(v) Authority for change in the strength or the scale of pay as compared with the provision in the current year's grant should be quoted.

503. *Preparation of budget estimates and revised estimates.*—The estimates should be as accurate as possible and should take into account every item of expenditure and receipts. The budget estimates fall in

two parts. Under Part I, the ordinary actual estimates based on " Standing sanctions " alone are included. Schemes for the abandonment of existing revenue and for incurring new expenditure come under Part II. The following instructions should be borne in mind while preparing the budget estimates and revised estimates :—

(i) All Heads of Offices should prepare the statement in the form prescribed.

(ii) They should reach the Director on or before the 15th August every year without fail.

(iii) Separate statements should be prepared for each minor head.

(iv) The revised estimate for the current year should be prepared with great care and should be approximate as closely as possible to the actuals. Provision should be made for such item of expenditure which are really necessary.

(v) In the case of new schemes which are introduced during the current year, the date of introduction and the approximate estimate of expenditure for the current year should be furnished in the remarks column.

(vi) Full explanations for variations between (*a*) the sanctioned grant of the current year and the revised estimate of that year and (*b*) the sanctioned grant of the current year and the budget estimate of the next year should be furnished.

(vii) Variations, if any, should be explained between the particulars and totals furnished in the number statement (i.e., statements of sanctioned officers and establishment and fixed allowances) as compared with the budget estimate for the next year.

(viii) The budget statement should be accompanied by the statement showing the details regarding provision made for Pay of Officers and Pay of Establishment in the form prescribed.

504. *Preparation of material alteration statement in the Budget.*— This return is due to the Director on 15th January every year. The following instructions should be followed in its preparation :—

(i) Separate statements in the form prescribed should be prepared for each minor head.

(ii) The total expenditure for the current year should be based on the actual expenditure during the first nine months of the year plus the probable expenditure for the remaining three months. The expenditure for December after reconciliation with treasury should be taken as the final figure.

(iii) The progressive total of the year as given in the statement of charges for December should agree with the actual expenditure for nine months furnished in the material alteration statement. Any variation should be clearly explained.

(iv) In respect of the estimate of probable expenditure for the remaining three months, the following details should be furnished :—

(*a*) List of bills pending payment with the amount of each bill.

(*b*) Items for which orders have been placed.

(*c*) Items for which orders are yet to be placed during the year. Under items (*b*) and (*c*), only those items which are likely to be received and paid for before 31st March should be included.

(v) Full details should be furnished for the provision required under each of the items, pay, travelling allowance, fixed travelling allowance, other compensatory allowance and cost of living allowances in respect of each officer and establishment.

(vi) The following certificate should be furnished in the material alteration statement :—

" Certified that

(*a*) I have satisfied myself that the actuals for the first nine months are correct and are properly classified ;

(*b*) provision for the remaining three months of the year is made as accurately as possible ;

(*c*) the amount provided for in the statement under each sub-head will be spent and will not be allowed to lapse ; and

(*d*) the expenditure and probables debitable to another minor head has not been included in this statement.

(vii) Any grant not required should be surrendered when submitting the statement. Surrenders made subsequently will not be accepted and the officers concerned will be held responsible for any lapses in the budget grants or any excess expenditure at the end of the financial year.

505. *Preparation of monthly statement of receipts and charges.*—The statement should include every item which an officer has drawn or credited to Government either by himself or through his subordinates. The details in the statement should be in strict conformity with the heads in the budget distribution statement. Total should be given for every group head such as Pay of Officers, Pay of Establishment, Allowances, etc. The statement should include all payments made into the treasury and all sums drawn from the treasury during the treasury month to which the statement relates. Where officers operate in more than one district, the name of the district and the treasury or sub-treasury should be furnished. Figures should be grouped separately for each district. Particular care should be taken to classify receipts and expenditure under the correct budget heads of account, details under each head being furnished where necessary. The number and date of treasury receipts should be noted in support of the receipts during the month with the name of treasury, sub-treasury or bank concerned. All references and memoranda of discrepancies on the monthly accounts should ordinarily be replied to within three days of receipt by the Heads of Offices and if in any case information has to be got from outside, they should

not be delayed beyond seven days at the latest. All final orders regarding corrections in the accounts should be carried out forthwith. Rush of expenditure in March is objectionable. Monthly expenditure should, as far as possible, be proportionately maintained.

506. *Reconciling departmental figures and treasury figures.*—(1) All Heads of Offices should reconcile their figures with the treasury figures before they forward their monthly statement of charges and receipts to the Director. They should see that the reconciliation work is completed not later than the fourth of each month without fail. The Heads of Offices who are stationed in or near the district headquarters as well as those who are stationed away from the district treasury and who have been specifically authorized to do so should send their clerks to the district treasury for the purpose of reconciliation. If there are discrepancies between the treasury figures and departmental figures, the treasury figures should be furnished and the discrepancies explained. The following certificate should be furnished :—

"Certified that the departmental figures were verified and reconciled with those of the treasury on . . . and found correct except those for which explanations are furnished."

(2) Heads of Offices who draw bills on treasuries outside their district headquarters should forward a list of bills cashed to the District Veterinary Officers concerned so as to reach them on or before the third of every month. The District Veterinary Officers should get the list verified with the treasury and return them to the concerned officers with a certificate of verification along with treasury figures wherever discrepancies are found. A list of bills cashed under each head of account in the following form should be appended to the statement of charges:—

List of bills cashed during the month of under "41. Veterinary."

Head of account.	*Bill number.*	*Date of encashment.*	*Name of treasury and district.*	*Amount.*	*Treasury figures in case of discrepancy.*	*Treasury voucher number and designation of drawing officer.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				RS. A. P.		

APPENDIX A (1) (i).

[See paragraph 214 (4).]

THE MADRAS CATTLE DISEASE ACT.

(ACT II OF 1866).

Preamble.

WHEREAS it is expedient to take measures to prevent the spreading of contagious or infectious diseases among animals in the Presidency of Madras, and with that object, to prescribe by-law in what way animals so infected shall be dealt with ; It is hereby enacted as follows :—

Act to be extended to such places, and during such periods of time, as the Governor in Council thinks proper.

1. This Act shall be put in force in such districts or parts of districts, and during such periods of time, as the Governor in Council may or subject to his control the Board of Revenue from time to time, direct by notification in the *Fort St. George Gazette*.

Interpretation clause.

2. The following words and expressions in this Act shall have the meaning hereby assigned to them, unless there be something in the subject or context repugnant to such construction :—

Magistrate.

The word "magistrate" shall include all persons exercising all or any of the powers of a magistrate.

Number.

Words importing the singular number shall include the plural number, and words importing the plural number shall include the singular number.

Gender.

Words importing the masculine gender shall include the feminine.

Animal.

The word "animal" shall mean any camel, buffalo, horse, pony, ass, bull, bullock, cow, heifer, calf, sheep, lamb, goat, kid or swine.

Establishment of hospital-pounds.

3. Whenever this Act shall have been applied, as above provided, to any district or part of a district, hospital-pounds shall be established in such places as the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation) shall determine, and keepers shall be appointed to such pounds by the said Magistrate. The village or villages by which every hospital pound is to be used shall be determined and notified by the Magistrate.

Notice by owner of cattle attacked by disease.

4. Whenever in any district or part of a district to which this Act has been extended as above provided, any animal is attacked by any contagious or infectious disease, it shall be the duty of the owner, or of the person in charge thereof, to give immediate notice to the keeper of the hospital-pound provided for the village or township in which the animal may at the time be.

Examination by pound-keeper.

5. On receiving notice as aforesaid, the keeper of the hospital-pound shall, as soon as possible, examine the animal, and shall decide whether it is necessary to place it in the hospital-pound for treatment.

Removal to the hospital-pound.

6. If the keeper of the hospital-pound should be of opinion that the animal has any contagious or infectious disease, he may thereupon require the owner of the animal, or the person in charge thereof, to place it in the hospital-pound and, if necessary, shall require the owner or the person in charge to take such measures as he may direct for disinfecting the shed or other place in which the said animal may have been kept.

7. Every keeper of a hospital-pound, or person thereto authorized by the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation of Madras) shall have power, within the range for which he is appointed, to enter upon and inspect any premises or place in which any animal or animals, which he suspects to be labouring under any contagious or infectious disease, may be found, and to examine and inspect, whenever or wherever he may deem it necessary, any animal or animals which he suspects to be labouring under such disease and to require the removal of such animal or animals to the hospital-pound for the range.

Inspection of places in which animals suspected to be diseased are found.

8. Every keeper of a hospital-pound or person thereto authorized by the Magistrate of the district [or, in the City of Madras, the Commissioner of the Corporation], shall have power, within his range, to cause to be cleansed and disinfected, in any manner which he may think proper, any premises in which any animal labouring under any contagious or infectious disease has been or may be, and to cause to be disinfected, and, if necessary, destroyed, any fodder manure or refuse matter which he may deem likely to propagate the said disease.

Cleansing of premises in which diseased animal has been or is.

9. From the time when any animal affected as aforesaid is taken charge of by the keeper of the hospital-pound, all expenses incurred on account of feeding and medical treatment for the said animal shall be borne by the cattle-pound fund established under Act No. III of 1857, unless the owner, or person in charge thereof desires to supply the food and medicines himself:

Expenses for food and treatment by whom to be borne.

Provided always that such food and medicines shall be such as the keeper of the hospital-pound may approve or direct.

10. The keeper of the hospital-pound, or other person thereto authorized by the Magistrate of the district (or in the City of Madras, the Commissioner of the Corporation) shall be empowered to destroy any animal either before or after it has been impounded as aforesaid, whenever it shall appear to him to be necessary to prevent the spread of contagion or infection.

Power to destroy diseased animals.

When any animal shall have been so destroyed, or shall die whilst in charge of the keeper of the hospital-pound, it shall be the duty of the said keeper to have the carcass of the said animal buried at least six feet below the surface of the ground, and any cost incurred in so doing shall be met from the cattle-pound fund.

Burial of carcass.

No compensation shall be claimable in respect of any loss incurred by reason of any act authorized by this section.

Bar of claim to compensation.

11. Should an animal impounded as aforesaid recover from the disease under which it may have been labouring, the owner or person who was in charge thereof shall pay to the keeper of the hospital pound, to be placed to the credit of the cattle-pound fund, the actual cost of the feeding and treatment of such animal.

Owner to pay costs for animal cured.

Should he fail to pay the expenses aforesaid, then the said animal shall be sold by auction, and the sum realised by its sale, after deducting the amount of the expenses, shall be paid over to the owner, or the person who was in charge:

Recovery in case of default.

Owner when not chargeable.

Provided always that, in such cases as the owner or person who was in charge may elect to supply food and medicine, he shall not be required to pay any charges whatever.

Bar to removal, without licence, of animal in contact with diseased cattle.

12. No person having in his possession, or under his custody, any animal which has been in the same shed or stable, or in the same herd or flock, or in contact, with any animal labouring under any contagious or infectious disease, shall remove such animal alive from his land or premises without the licence of the keeper of the hospital-pound for the range, or of some person authorised by the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation) to grant such licence.

Licences.

Every such licence shall be in writing, and shall only permit the removal of such animal to some place where it can be conveniently kept apart from all other animals until the hospital-pound-keeper or other person authorized as aforesaid, is satisfied that there is no reasonble probability of such animal propagating the disease.

Penalty for failing to give notice when animal is attacked by disease.

13. If any person who may be in charge of any animal at the time of its being attacked by a contagious or infectious disorder shall fail to give notice to the hospital-pound-keeper of the village, as required in section 4, the said person shall be liable on conviction before a magistrate, to a fine not exceeding rupees five for every instance of such neglect, commutable, if not paid, to simple imprisonment for any period not exceeding ten days.

Penalty for refusing to obey directions of cattle-pound-keeper, etc.

14. Any person who shall fail to comply with the directions of a hospital-pound-keeper, or of a person duly authorized by the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation) in that behalf, as to impounding any diseased animal; or to the disinfecting of any premises or place where any diseased animal may have been kept; or to the disinfecting or destroying any fodder, manure and refuse matter which may be likely to propagate the disease; or who may remove, without a licence, any animal which has been in the same shed or stable, or in the same herd or flock, or in contact with any animal labouring under any contagious or infectious disease, shall, on conviction before a Magistrate, be liable, for every such offence, to a fine of twenty rupees, commutable, if not paid, to simple imprisonment for any period not exceeding ten days.

Penalty for opposing seizure and impounding of diseased animals.

15. In any district or part of a district in which this Act is in force, hospital-pound-keepers, all police officers not below the rank of a Sub-Inspector and such other persons as the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation) may specially empower, may seize and impound all animals suffering from contagious or infectious disease and any person who shall forcibly oppose such seizure or who shall forcibly rescue the animals after such seizure, shall be deemed to have committed an offence punishable under section 186 of the Indian Penal Code.

Complaint of seizure by owner.

16. Any person, whose animals shall have been seized as being diseased, may prefer a complaint against the seizure, at any time within ten days from the date thereof, to any Magistrate.

Form of complaint.

The complaint may be either verbal, in which case the subatance of it shall be taken down in writing by the Magistrate, or written upon plain paper, and shall be preferred by the complainant in person, or by an agent personally acquainted with the circumstances.

Procedure thereon.

If, on examination of the complainant or his agent, the Magistrate shall see reason to believe the complaint to be well founded, he shall summon the party complained against, and shall proceed to make a summary inquiry into the case.

If the seizure be adjudged illegal, the Magistrate shall award to the complainant such damages as he may deem to be a reasonable compensation for any loss or injury sustained from the unlawful seizure, together with all expenses incurred by the complainant in procuring the release of the animals; or, if the animals have not been released, the Magistrate, in addition to the award of damages, shall make an order for their release, and shall direct that the expenses leviable under this Act shall be paid by the party who made the seizure.

The amount of all damages and expenses so awarded shall be recoverable according to the process prescribed in Act No. V of 1865 (Madras), for the recovery of forfeitures or penalties imposed under the authority of Act No. XXIV of 1859.

Fees and fines to be credited to cattle-pound fund.

17. All fines levied under this Act shall be credited to the cattle-pound fund established under the provisions of Act No. III of 1857, which fund shall be available for payment of all expenses incurred under the provisions of this Act:

Reward to informer.

Provided that it shall be lawful for the officer inflicting a fine under this Act to direct any portion thereof, not exceeding one-half, to be paid to the informer.

Power to make by-laws.

18. It shall be lawful for the Governor in Council by notice published in the *Fort St. George Gazette*, to make and prescribe such by-laws, as may from time to time seem necessary for the more effectually preventing the spreading of infectious or contagious diseases among animals, provided that such by-laws shall not be repugnant to the provisions of this or any other Act.

Penalty for breach.

A breach of any such by-laws shall render the party liable, on conviction before a Magistrate, to a fine not exceeding rupees ten, commutable to simple imprisonment for fifteen days.

APPENDIX A (1) (ii).

NOTIFICATIONS ISSUED UNDER THE MADRAS CATTLE DISEASE ACT.

Notification 1.

G.O. No. 371, Revenue, 15th February 1919.

In exercise of the powers conferred by section 18 of the Madras Cattle Diseases Act, 1866, His Excellency the Governor in Council is pleased to make the following by-law :—

In any district or part of a district in which the provisions of the Madras Cattle Disease Act, 1866, are put in force, the Magistrate of the district (or, in the City of Madras, the Commissioner of the Corporation of Madras), may close temporarily cattle markets and fairs, whether public or private, whenever he considers such a course to be necessary in order to prevent the spread of a contagious or infectious disease among animals.

Notification 2.

G.O. No. 2179, Revenue, 20th September 1919.

In exercise of the powers conferred by section 18 of the Madras Cattle Disease Act, 1866, the Governor in Council is pleased to make the following by-law :—

In any district or part of a district in which the provisions of the Madras Cattle Disease Act, 1866, are put in force, whenever any animal dies of any contagious or infectious disease, its owner, or the person in charge of it, shall give immediate notice of the occurrence to the keeper of the hospital-pound provided for the village or township in which the animal died, and shall see that the carcass is not skinned. The keeper of the hospital-pound shall, as soon as possible, examine the carcass and if he should be of opinion that the animal died of a contagious or infectious disease, he shall require the owner of the person in charge to have the carcass either burnt, or buried without skinning at least six feet below the surface of the ground and well covered with quicklime.

Notification 3.

In exercise of the powers conferred by section 18 of the Madras Cattle Disease Act, 1866, the Government of Madras (Ministry of Development) are pleased to make the following by-law :—

G.O. Press No. 1004, Development, 23rd May 1924.

In any district or part of a district in which the provisions of the Madras Cattle Disease Act, 1866, are put in force, the District Magistrate (or in the City of Madras, the Commissioner of the Corporation) may, if he considers such a course necessary in order to check the spread of Rinderpest where this disease exists, order compulsory inoculation by the "Serum alone" method by the officers of the Civil Veterinary Department.

G.O. No. 242, Development, 8th February 1929.

Such order shall specify the villages or areas to which it applies and be published in such manner as the District Magistrate, or the Commissioner may think fit. The time and place for the production of animals for inoculation in every such village or area shall be published in such village or area in the manner aforesaid and thereupon it shall be the duty of the owner or person in charge of every animal therein to produce such animal for inoculation at the said time and place.

NOTE.—Sections 6 and 15 given herein and the words "the Commissioner of the Corporation" for "the President of the Municipal Commission" were substituted by the Madras Cattle Disease Amendment Act III of 1921.

APPENDIX No. A (2) (i).

[See paragraph 214 (4)].

The Madras Rinderpest Act (No. XIX) of 1940.

Whereas it is expedient to provide for the prevention and control of rinderpest in the Province of Madras ;

And whereas the Governor of Madras has by a Proclamation under section 93 of the Government of India Act, 1935, assumed to himself all powers vested by or under the said Act in the Provincial Legislature ; (26 Geo. 5 Ch. 2).

Now, therefore, in exercise of the powers so assumed to himself, the Governor is pleased to enact as follows :—

1. (1) This Act may be called the Madras Rinderpest Act, 1940.

(2) It extends to the whole of the Province of Madras.

(3) This section shall come into force at once, and the Provincial Government may from time to time by notification in the *Fort St. George Gazette* apply all or any of the remaining provisions of this Act to the whole or any portion of the Province of Madras from such date and for such period, if any, as may be specified in the notification, and may cancel or modify any such notification.

2. Nothing contained in the Madras Cattle-disease Act, 1866, shall apply to the disease of rinderpest in any area to which the provisions of this Act have been applied by notification under sub-section (3) of section 1 so long as such notification remains in force.

3. In this Act, unless there is anything repugnant in the subject or context—

(*a*) " animal " means any camel, buffaloe, bull, bullock, cow, heifer, calf, sheep, lamb, goat, kid, swine or deer ;

(*b*) " infective animal " means an animal which is affected with rinderpest or has recently been in contact with, or in close proximity to, and animal so affected ; and

(*c*) " prescribed " means prescribed by rules made under this Act.

4. (1) The Provincial Government may appoint any person they think fit to be a Veterinary Surgeon for the purposes of this Act within such local limits as they may assign to him.

(2) The Provincial Government may appoint any person they think fit to be an Inspector for all or any of the purposes of this Act within such local limits as they may assign to him.

(3) A Veterinary Surgeon shall within the local limits assigned to him have all the powers of an Inspector under this Act, and may exercise such powers concurrently with his powers as Veterinary Surgeon.

(4) Every person appointed under this section shall be deemed to be a public servant within the meaning of the Indian Penal Code (XLV of 1860).

5. The Provincial Government may, for the purpose of preventing the outbreak or spread of rinderpest in or from any area, by notification in the *Fort St. George Gazette*—

(*a*) direct that all animals in such area or any class of such animals shall be compulsorily inoculated in accordance with such rules as may be prescribed or such directions as may be specified in the notification ;

(*b*) prohibit or regulate in such manner and to such extent as may be prescribed or as may be specified in the notification, the bringing into such area from any other area in the Province or any part thereof the removal from such area into any other area in the Province or any part thereof, or the transport from one place to another in such area, of any animals alive or dead, or of any products of animals or of any parts of animals, or of any fodder, bedding or other thing used in connexion with animals which may, in the opinion of the Provincial Government, carry infection ; or

(*c*) prohibit or regulate in such manner and to such extent as may be prescribed or as may be specified in the notification in such area or any part, thereof or any other area in the Province—

(i) the holding of animal markets, animal fairs, animal exhibitions or other concentrations of animals ; or

(ii) the sale of, or other traffic in, infective animals or their products or the carcasses of animals which at the time of their death were infective, or any parts of such animals or any fodder, bedding or other thing used in connexion with such animals which may, in the opinion of the Provincial Government, carry infection.

6. Every owner or person in charge of, and every veterinary practitioner who has been called to treat, an animal which he has reason to believe to be affected with rinderpest shall forthwith report the fact to the Inspector exercising powers in the area.

7. Subject to such rules as may be prescribed, the Veterinary Surgeon may make or cause to be made a post-mortem examination of any animal which at the time of its death was infective, or is suspected to have been then infective and for this purpose he may cause the carcass of any such animal to be exhumed.

8. (1) Where an Inspector has reason to believe that any animal is infective he may, by order in writing, direct the owner or person in charge of such animal to keep it where it is for the time being, or to remove it or allow it to be removed to such place of isolation or segregation as may be specified in the order :

Provided that where there is no person in charge of the animals and the owner is unknown or the order cannot be communicated to him without undue delay, the Inspector may seize the animal and remove it to a place of isolation or segregation.

(2) The Inspector shall forthwith report to the Veterinary Surgeon every order or seizure made under sub-section (1).

(3) On receipt of a report under sub-section (2), the Veterinary Surgeon shall as soon as possible examine the animal and all animals with which it has been in contact or to which it has been in close proximity, and for this purpose may submit any animal to any test which may be prescribed in this behalf.

(4) (*a*) If after such examination the Veterinary Surgeon is of opinion that any animal is not infective, the Inspector shall forthwith return it to the person who in his opinion is entitled to its possession :

Provided that where such person cannot in the opinion of the Inspector be found after reasonable inquiry, he shall send the animal to the nearest cattle-pound, or deal with it in such other manner as may be prescribed.

(b) If after such examination the Veterinary Surgeon certifies in writing that any animal is affected with rinderpest, the Inspector shall destroy the animal or deal with it in such other manner as may be prescribed.

(c) If after such examination the Veterinary Surgeon certifies in writing that any animal is infective though not affected with rinderpest, the animal shall be subjected to such treatment, if any, and be otherwise dealt with in such manner as may be prescribed.

9. (1) Every vessel or vehicle used by a common carrier for the transport of animals shall be cleansed and disinfected periodically in such manner as may be prescribed.

(2) The Provincial Government may appoint places where an Inspector may detain and inspect any such vessel or vehicle, and if it is not in a sanitary condition, require it to be cleansed and disinfected in the prescribed manner.

(3) This section shall not apply to the rolling stock of any railway.

10. Subject to such rules as may be prescribed, the Veterinary Surgeon may, by order in writing, require the owner, occupier or person in charge of any building, yard, vessel or vehicle in which an infective animal has been kept, to have such building, yard, vessel or vehicle disinfected, and the internal fittings thereof and other things found therein or near thereto to be disinfected or destroyed, in such manner and to such extent as may be specified in the order.

11. (1) If the Inspector has reason to believe that there is an infective animal in any field, yard or building in which animals are kept, temporarily or otherwise, he shall at once, by order in writing, declare the place to be an infected place, and shall deliver a copy of the order to the owner, occupier or person in charge of the place and report his action to the Veterinary Surgeon :

Provided that this sub-section shall not apply to any place owned by or under the control or management of, any local authority, or railway administration where animals are kept temporarily for purposes of sale, exhibition or transit.

(2) On the receipt of a report under sub-section (1), the Veterinary Surgeon shall as soon as possible examine the infected place and the animals kept therein, and confirm or cancel the order of the Inspector.

(3) If the Veterinary Surgeon confirms the order, he may cause notice to be served on the owners, occupiers or persons in charge of all places in which animals are kept, temporarily or otherwise, within a radius not exceeding one mile from the infected place, declaring such places to be infected places.

The Veterinary Surgeon shall forthwith report his action under this sub-section to the prescribed authority.

(4) If the Veterinary Surgeon cancels the order, the place specified in such order shall cease to be an infected plàce, and the Inspector shall give notice accordingly to the owner, occupier or person in charge of such place.

12. (1) If the Veterinary Surgeon has reason to believe that any infective animal is or has been kept in any place owned, controlled or managed by any local authority or railway administration where animals are kept temporarily for purposes of sale, exhibition or transit, he may, by order in writing, declare such place to be an infected place.

(2) The Veterinary Surgeon shall—

(*a*) cause a copy of the order passed by him under sub-section (1) in the language of the locality, to be exhibited prominently in the infected place ;

(*b*) cause a copy of such order to be delivered at the office of the local authority or to the nearest station-master of the railway administration as the case may be ;

(*c*) cause another copy to be sent to the nearest police station ; and

(*d*) forthwith report his action to the prescribed authority.

13. (1) On receipt of the report of the Veterinary Surgeon under sub-section (3) of section 11, or under sub-section (2) of section 12, the prescribed authority shall, after making such further inquiry, if any, as it thinks fit, submit such report with its remarks thereon, if any, to the Provincial Government who may—

(*a*) confirm any declaration made under section 11 (1), 11 (3) or 12 (1) either with or without modifications ; or

(*b*) cancel any such declaration.

(2) (*a*) Where the Provincial Government confirm any such declaration either with or without modifications, a notification shall be published in the *Fort St. George Gazette* defining the limits of the area to which the declaration with the modifications, if any, made therein, shall apply and declaring such area to be an infected area.

(*b*) On the publication of a notification under clause (*a*), any place declared by the Inspector or Veterinary Surgeon to be an infected place and not included in the infected area as defined in such notification shall cease to be an infected place, and the Inspector shall give notice accordingly to the owner, occupier or person in charge of such place.

(*c*) The Inspector shall cause to be exhibited in some prominent place in the infected area and in the language of the area a copy of the notification under clause (*a*).

(*d*) The Provincial Government may by notification published in the *Fort St. George Gazette* add to, amend, vary or rescind any notification published under clause (*a*) either on their own motion or on a subsequent report of the Veterinary Surgeon submitted through the prescribed authority. The Inspector shall cause to be exhibited in some prominent place in the infected area a copy of every such notification in the language of the area.

(3) Where the Provincial Government cancel any declaration referred to in sub-section (1) the place specified in such declaration shall cease to be an infected place, and the Inspector shall give notice accordingly to all persons to whom copies of such declaration were delivered or on whom notices of such declaration were served.

14. (1) Where any area or place has been declared to be an infected area or place under the foregoing provisions of this Act, no person shall, while such declaration remains in force, remove any animal, alive or dead, or any product of an animal, or any part of an animal, or any fodder, bedding or other thing used in connexion with an animal, save in accordance with the conditions of a licence granted by the Inspector.

(2) Nothing in sub-section (1) shall prevent the carriage by railway of any animal or thing referred to in that sub-section through an infected area or place :

Provided that where any such animal or thing while in transit through an infected area or place is unloaded therein, it shall not be removed there from save in accordance with sub-section (1).

15. Where any animal or thing is removed from an infected area or place otherwise than in accordance with a licence granted under section 14, any Inspector or Police Officer may require the owner or person in charge of such animal or thing to return it to such area or place :

Provided that nothing in this section shall affect the powers of an Inspector under section 8 to deal with infective animals.

16. Subject to such rules as may be prescribed, an Inspector may enter and inspect any land, building or other place or any vessel or vehicle, for the purpose of exercising the powers of performing the duties conferred or imposed on him by or under this Act.

17. (1) Where by any notice, requisition, or order under this Act or under any notification or rule issued thereunder any person is required to take any measures or to do anything in respect of any property owned or occupied by him or in his charge, a reasonable time shall be specified in such notice, requisition or order within which such measures shall be taken or such thing shall be done, as the case may be.

(2) If such measures are not taken or such thing is not done within the time so specified, the authority issuing the notice, requisition or order may cause the measures to be taken or the thing to be done at the expense of the person concerned.

18. Where any action is taken under section 17 or any other provision of this Act or any notification or rule issued thereunder in respect of any property at the expense of any person, the authority taking such action shall draw up a certificate stating the amount of the expenses incurred and the person from whom such amount is recoverable and the amount specified shall be recoverab.e from such person as if it were an arrear of land revenue due by him.

19. Whoever—

(*a*) fails to comply with or contravenes the terms of any notification issued under section 5, or

(*b*) fails to report that an animal is infective as required by section 6, or

(*c*) fails to comply with an order made by an Inspector under sub-section (1) of section 8, or

(*d*) being a common carrier, fails to cleanse or disinfect any vessel or vehicle used for the transport of animals in such manner as may be required under sub-section (1) or sub-section (2) of section 9, or

(*e*) fails to comply with an order made by a Veterinary Surgeon under section 10, or

(*f*) removes any animal or thing from any infected area or place in contravention of section 14 shall be punished with fine which may extend to fifty rupees in the case of a first conviction and to one hundred rupees in the case of a second or subsequent conviction whether under the same or any other clause of this section.

20. Whoever keeps or grazes in or on any forest, open field, roadside, or other unenclosed land, to which other persons have a right of access for their animals, any animal which he knows to be infective, shall be punished with fine which may extend in the case of a first conviction to fifty rupees and in the case of a second or subsequent conviction to one hundred rupees.

21. Whoever brings or attempts to bring into any market, fair, exhibition or other concentration of animals which he knows to be infective shall be punished with fine which may extend in the case of a first conviction to fifty rupees and in the case of a second or subsequent conviction to one hundred rupees.

22 Whoever places, or causes or permits to be placed, in any river, canal, or other water, or in the sea within such distance from the shore as may be prescribed, the carcass or part of the carcass of any animal which at the time of its death was infective or which was destroyed as being infective or suspected of being infective, shall be punished in the case of a first conviction with imprisonment for a term which may extend to six months or with fine which may extend to one hundred rupees or with both and in the case of a second or subsequent conviction with imprisonment for a term which may extend to six months or with fine which may extend to five hundred rupees or with both.

23. Whoever, without lawful authority, disinters or causes to be disinterred the carcass or part of the carcass of any animal which at the time of its death was infective or which was destroyed as being infective or suspected of being infective, shall be punished with fine which may extend in the case of a first conviction to fifty rupees and in the case of a second or subsequent conviction to one hundred rupees.

24. Any Police Officer not below the rank of Sub-Inspector may, without an order from a Magistrate and without a warrant, arrest any person who has been concerned in an offence against any of the provisions of this Act relating to infective animals or to infected areas or places declared to be such under this Act.

25. No Magistrate shall take cognizance of any offence under this Act except upon the complaint or report of a Veterinary Surgeon.

26. No Magistrate shall try any offence under this Act unless he is a Presidency Magistrate, a Magistrate of the first class, or a Magistrate of the second class specially empowered in this behalf by the Provincial Government.

27. No person shall be entitled to any compensation in respect of the destruction of any animal or thing or of any other loss, injury, detriment or inconvenience caused to him by reason or anything done under this Act in good faith.

28. (1) No suit, prosecution or other proceeding shall lie against any officer or servant of the Provincial Government for any act done or purporting to be done under this Act, without the previous sanction of the Provincial Government.

(2) No officer or servant of the Provincial Government shall be liable in respect of any such act in any civil or criminal proceeding if the act was done in good faith in the course of the execution of duties or the discharge of functions imposed by or under this Act.

29. No suit shall be instituted against the Crown and no suit, prosecution or other proceeding shall be instituted against any officer or servant of the Provincial Government in respect of any act done or purporting to be done under this Act, unless the suit, prosecution or other proceeding is instituted within six months from the date of the act complained of.

30. (1) The Provincial Government may make rules to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for—

(*a*) the tests to be applied to animals suspected of being infective ;

(*b*) the isolation or segregation, detention, treatment (curative and preventive) and destruction or disposal otherwise of animals which are infective or suspected of being infective ; and the destruction or disposal otherwise of the products of such animals, of their carcasses, and of the fodder, bedding or other things used in connexion with them ;

(*c*) the manner in which animals and things seized under this Act and not liable to destruction shall be dealt with and disposed of ;

(*d*) the disinfection of vessels or vehicles used by common carriers, the cleansing and disinfection of buildings, yards and other places used for animals, and the destruction of infected matter or things found therein or near thereto ;

(*e*) the circumstances under which licences may be granted by an Inspector under section 14 and the form and conditions of such licences ;

(*f*) the determination of the persons from whom any expenses incurred in connexion with the enforcement of this Act shall be recovered ;

(*g*) the expenses to be allowed in certificates drawn up under section 18 ;

(*h*) the powers and functions and the procedure of Inspectors and Veterinary Surgeons ;

(*i*) the manner in which any report or notice under this Act shall be made or given ; and

(*j*) all other matters expressly required or allowed by this Act to be prescribed.

(3) In making a rule under sub-section (1) or sub-section (2), the Provincial Government may provide that a breach thereof shall be punishable with fine which may extend in the case of a first conviction to fifty rupees and in the case of a second or subsequent conviction to one hundred rupees.

(4) The power to make rules conferred by this section shall be subject to the condition of the rules being made after previous publication for a period of not less than one month.

(5) All rules made under this section shall be published in the *Fort St. George Gazette*, and upon such publication shall have effect as if enacted in this Act.

APPENDIX A (2) (ii).

Notifications issued by the Government under the Madras Rinderpest Act (XIX of 1940).

(G.O. No. 2846, Development, 1st November 1953 ; D, Dis. No. 250/IV/41.)

Notification I.

In exercise of the powers conferred by sub-section (1) of section 4 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), His Excellency the Governor of Madras is hereby pleased to appoint the persons mentioned in column (1) of the schedule below to be Veterinary Surgeons for the purposes of the said Act within the local limits specified in the corresponding entry in column (2) thereof :—

Schedule.

(1)	(2)
Director of Animal Husbandry.	State of Madras.
Principal, Veterinary College, Madras	City of Madras.
District Veterinary Officers.	Respective districts.

Notification II.

In exercise of the powers conferred by sub-section (2) of section (4) of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), His Excellency the Governor of Madras is hereby pleased to appoint the persons mentioned in column (1) of the schedule below to be Inspectors for all the purposes of the said Act within the local limits specified in the corresponding entry in column (2) thereof :—

Schedule.

(1)	(2)
Touring Veterinary Assistant Surgeons.	Respective jurisdiction—
Veterinary Officer of the Corporation of Madras.	City of Madras.

APPENDIX A (2) (iii).

Madras Rinderpest Rules, 1943.

(G. O. Ms. No. 2847, Development, 1st November 1943.)

In exercise of the powers conferred by section 30 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), His Excellency the Governor of Madras is hereby pleased to make the following rules, the same having been previously published as required by sub-section (4) of the said section :—

Rules.

1. *Short title.*—These rules may be called the Madras Rinderpest Rules, 1943.

2. *Definitions.*—In these rules unless there is anything repugnant in the subject or context

(1) " The Act " means the Madras Rinderpest Act, 1940 ;

(2) " Form " means a form annexed to these rules ; and

(3) " Section " means a section of the Act.

3. *Compulsory inoculation of animals.*—(1) On the publication of a notification under clause (*a*) of section 5 in the *Fort St. George Gazette*, the Inspector having jurisdiction over the notified area or any portion thereof shall cause a gist of such notification to be published in the villages in such area or portion, as the case may be, by beat of tom-tom.

(2) As soon as the Inspector visits a village he shall cause the time at which and the place where the inoculations will be conducted to be announced by beat of tom-tom in the village. The Inspector may in his discretion also cause a requisition in Form No. I to be served on any person or persons in the village he may consider necessary. Every person in the village who has in his possession or under his charge any animal shall produce the same before the Inspector for inoculation at the time and place fixed by the Inspector.

4. *Restriction of the movement of animals and materials, grant of licence for removal or transport.*—(1) On the publication of a notification under clause (*b*) of section 5 in the *Fort St. George Gazette*, the Inspector having jurisdiction over the notified area or any portion thereof shall cause a gist of such notification to be announced in the villages in such area or portion, as the case may be, by beat of tom-tom.

(2) So long as such notification remains in force no person shall bring into the notified area, from any other area in the Province or any part thereof, or remove from the notified area to any other area in the Province or any part thereof, or transport from one place to another in the notified area, any animal alive or dead, or any product or part of any animal, or any fodder, bedding or other thing of the nature described in clause (*b*) of section 5, except under and in accordance with the terms and conditions of a licence granted by the Inspector :

Provided that no licence shall be granted under this sub-rule, if the notification under clause (*b*) of section 5 prohibits the bringing into the notified area from any other area in the Province or any part thereof, the removal from such area to any other area in the Province or any part thereof, or the transport from one place to another in such area of any animal alive or dead, or any product or part of any animal or any fodder, bedding or other thing of the nature described in clause (*b*) of section 5.

(3) Application for a licence under this rule shall be made in Form No. II and shall be addressed to the Inspector having jurisdiction over the place from which the animal or any product or part of any animal, or any fodder, bedding or other thing used in connexion with the animal concerned, is proposed to be brought, removed or transported.

(4) On receipt of the application the Inspector shall inspect the animal, or product or part of the animal, or fodder, bedding or other thing in respect of which the licence is applied for and if on such inspection he is satisfied that the animal, product or part of the animal, or fodder, bedding or other thing is not infective, he may grant a licence in respect of the same in Form No. III. If the animal, product or part of the animal, or fodder, bedding or other thing is, in the opinion of the Inspector, infective, he shall refuse to grant a licence in respect of such animal or product or part of such animal, or fodder, bedding or other thing.

(5) The decision of the Inspector, that the animal, or product or part of the animal, fodder, bedding or other thing in respect of which the licence is applied for is infective, shall be final.

(6) If any animal, product or part of the animal, or fodder, bedding or other thing is brought, removed or transported in contravention of this rule, the same shall be liable to seizure and return to the place from which it was brought, removed or transported, as the case may be, at the expense of the owner or person in charge in addition to the person bringing, removing or transporting such animal, product, part, fodder, bedding or other thing being liable to the penalty provided for the breach of this rule.

5. *Control of the holding of animal markets, etc.*—(1) On the publication of a notification under clause (*c*) of section 5 in the *Fort St. George Gazette*, the Inspector having jurisdiction over the notified area or any portion thereof shall cause a gist of such notification to be announced in the villages in such area or portion as the case may be, by beat of tom-tom.

(2) So long as a notification issued under sub-clause (i) of clause (*c*) of section 5 remains in force, no animal market, animal fair, animal exhibition or other concentration of animals shall be held in any area to which such notification relates except with the permission of the District Magistrate having jurisdiction over such area. The District Magistrate shall consult the Veterinary Surgeon before granting the permission :

Provided that no permission shall be granted under this rule if the notification issued under clause (*c*) of section 5 prohibits the holding of any animal market, animal fair, animal exhibition or other concentration of animals.

Explanation.—For the purpose of this sub-rule the term "District Magistrate" shall mean the Commissioner of Police in the case of the City of Madras.

(3) So long as a notification under sub-clause (ii) of clause (*c*) of section 5 is in force, no person shall sell or otherwise traffic in, any infective animals or their products or the carcasses of animals which at the time or their death were infective, or any parts of such animals or any fodder, bedding or other thing of the nature described in that sub-clause.

6. *Order for the detention, isolation or segregation of animals suspected to be infective.*—The order issued under sub-section (1) of section 8 shall be in Form No. IV.

7. *Action after order of detention or removal to place of isolation or segregation.*—When an order under sub-section (1) of section 8 for the detention or for the removal of an animal to the place of isolation or segregation is issued by the Inspector, the animal concerned shall be kept at the place where it has been detained or at the place of isolation or segregation to which it has been removed until the Inspector is in a position to decide upon the course of further action after the examination of the animal by the Veterinary Surgeon.

8. *Test of animals.*—The clinical examination of an animal with a view to detect any one or more of the following symptoms of rinderpest shall be the test for the purpose of sub-section (3) of section 8 :—

Rise of temperature,
Shivering,
Staring coat,
Lachrymation,
Salivation,
Ulceration of the mucus membrane of the mouth,
Diarrhoea, and
Prostration.

9. *Treatment or destruction of affected animals, etc.*—If the Veterinary Surgeon certifies under clause (*b*) of sub-section (4) of section 8 that an animal is affected with rinderpest, the Inspector shall immediately undertake the treatment of the animal by any of the methods approved by the Madras Veterinary Department or if he considers that the animal is not likely to respond to treatment, or if for any other reason he considers destruction of the animal preferable, he shall destroy the animal. In cases where destruction is decided upon, the destruction shall be carried out in as humane a manner as possible. After the destruction of the animal, the Inspector shall call upon the owner or person in charge of the animal by an order in writing to burn the carcass in a suitable manner or to bury it in a pit 6 feet deep.

In the case of burial, the skin shall be slashed and the carcass completely covered with lime before the earth is filled into the pit. If the owner or person in charge of the animal fails to burn or bury the carcass in the manner specified above, the Inspector shall cause the carcass to be so dealt with and in this case the expenses incurred in connexion with the disposal of the carcass shall be recovered from the owner or person in charge of the animal.

Any product of the animal or material used in connexion with the animal so destroyed and any product of any animal or material which has come into contact with such animal shall also be destroyed or thoroughly disinfected in accordance with the provisions of rule 12.

10. *Treatment of infective animals.*—If the Veterinary Surgeon certifies under clause (c) of sub-section (4) of section 8 that an animal is infective, though not affected with rinderpest, the Inspector shall have the animal inoculated by a method approved by the Madras Veterinary Department.

11. *Periodical disinfection of vessels and vehicles.*—For the purpose of carrying out cleansing and disinfection of a vessel or vehicle under sub-section (1) or (2) of section 9, an Inspector may call upon the common carrier using the vessel or vehicle for the transport of animals to adopt the methods of disinfection described below :—

Vehicle.—Portions of the interior which can resist the heat of a blow-lamp flame should be flamed with a blow-lamp or scraped free from adhering dirt and washed down with one of the disinfectants specified in rule 12. Inflammable materials, if any, such as thatching, thatti and gunny, forming part of the vehicle should be burnt.

Vessel.—Standing floors, walls and partitions should be scraped free from adhering dirt, steamed or washed down with one of the disinfectants specified in rule 12. Inflammable materials, if any, such as thatching, thatti and gunny, forming part of the vessel should be steamed well or burnt.

12. *Disinfection of infected premises, vessels and vehicles.*—In cases where a Veterinary Surgeon has reason to believe, either on information laid before him or on personal knowledge, or otherwise, that an animal either infective or affected with rinderpest was kept within ten days in any building, yard, vessel vehicle, he shall issue an order in writing in Form No. V requiring the owner, occupier or person in charge of the building, yard, vessel, or vehicle to disinfect the same in the manner specified below :—

Disinfection.—(1) Fodder, bedding and other things used in connexion with the animal shall be burnt in a suitable manner or thoroughly disinfected,

(2) *Disinfection of a permanent building.*—Walls, roof, floor, doors, fittings, partitions and windows to be scraped free of adhering dite, flamed with a blow-lamp or scrubbed down with any one of the disinfectants specified below :—

Disinfectants.—(i) Mercuric chloride—1-1,000 in 10 per cent salt solution.

(ii) Milk of lime (freshly prepared)—1 litre freshly slaked lime—20 litres water.

(iii) Milk of chloride of lime (freshly prepared) 1 part chloride (fresh) lime—20 parts water.

(iv) Carbolic acid—1-500.

(v) Formaldehyde 1 per cent solution.

(vi) Steam.

(vii) Blow-lamp.

(viii) Formaldehyde vapour.

(ix) Potassium permanganate.

(x) Formaline solution.

(3) A temporary building or portions of it, if impossible to disinfect, should be demolished and burnt.

(4) Wood work may be flamed with a blow-lamp or washed with one of the disinfectants specified in item (2).

(5) Mud floor should be covered with fresh quick lime, dug up to a depth of 3 inches. The dug up surface layer should be removed and buried, quick lime scattered, and the floor should be filled in with fresh earth.

Disinfection of paved yard.—Quick lime should be scattered over the flooring, which should then be scraped free of all adhering dirt and washed down with one of the disinfectants specified.

Disinfection of unpaved yard.—Scatter quick lime on the floor which should then be dug up to a depth of 3 inches. The surface earth should be removed and buried and after this removal, quick lime should be scattered over the floor and then fresh earth filled in.

Gates and fencing should be scraped clean of adhering dirt and then washed with one of the disinfectants specified.

Vehicles.—Wooden and metal portions of the interior should be disinfected with the flame of a blow-lamp or scraped free from adhering dirt, and washed down with one of the disinfectants, specified in item (2). Inflammable materials such as thatties, dried leaves, straw, which cannot be disinfected properly, should be burnt.

Vessels.—Standing floors, walls, partitions should be scraped free from adhering dirt, steamed or washed down with one of the disinfectants specified in item (2).

Stable fittings.—Buckets, troughs, cribs, mangers, racks and yokes should be sterilized with a blow-lamp flame or with one of the disinfectants specified in item (2). Things such as neck ropes and tethers should be burnt.

13. *Order under sub-sections* (1) *and* (3) *of section* 11 *and sub-section* (1) *of section* 12.—The order under sub-section (1) of section 11 shall be in Form No. VI and the order under sub-section (3) of that section shall be in Form No. VII. The order under sub-section (1) of section 12 shall be in Form No. VIII.

14. *Prescribed authority.*—The prescribed authority for the purposes of sub-section (3) of section 11, clause (*d*) of sub-section (2) of section 12 and sub-section (1) and clause (*d*) of sub-section (2) of section 13, shall be the Commissioner, Corporation of Madras, in the case of the City of Madras and the District Magistrate concerned elsewhere.

15. *Licence for removal of animals and other things from infected area or place.*—A licence under section 14 may be granted in Form No. IX for the removal from an infected area or place of—

(*a*) (i) live animals belonging to *bona fide* travellers ;

(ii) live animals intended to be taken to and from a grazing area ;

(iii) work animals required for agricultural purposes ;

(iv) live animals sold and intended for transfer outside the area or place :

Provided that the Inspector is satisfied that such animals have been previously inoculated against rinderpest or are not likely to cause the spread of the disease ;

(*b*) carcasses of animals intended for human consumption, provided that the Inspector is satisfied that they are not infective ;

(*c*) any product of an animal, or any part of an animal, or any fodder, bedding or other thing used in connexion with an animal, provided that the Inspector is satisfied that the same is not likely to cause the spread of rinderpest.

16. *Powers of the Inspector to enter land, etc.*—In effecting entry into or inspecting any land, building or other place or any vessel or vehicle, under section 16, the Inspector shall observe the following procedure :—

(*a*) No entry, inspection or seizure shall be made after sunset and before sunrise.

(*b*) Before entering any land, building or other place, or any vessel or vehicle, the Inspector shall give notice of entry in writing in Form No. X to the owner of the animal and the owner or person in charge of the land, building, or other place or vessel or vehicle.

(*c*) The Inspector shall as far as practicable be accompanied by the owner of the animal and the owner or person in charge of the land, building or other place or vessel or vehicle and a village headman or a revenue or police officer.

(*d*) The Inspector may break open any outer or inner door or window of any building or place which he wishes to enter if after notification of his authority and purpose and after demand of admittance duly made, he cannot otherwise obtain admittance.

17. *Certificate of expenses.*—The certificate of expenditure to be drawn up under section 18 shall be in Form No. XI.

18. *Liability of the owner or person in charge to bear the expenses.*—The owner or person in charge for the time being of the animal or thing in respect of which the offence is committed or the owner or the person who is in occupation for the time being of the property in respect of which the offence is committed shall be the person from whom all expenses incurred in connexion with the enforcement of any notification, notice, requisition or order issued under the Act or under these rules may be recovered under section 18.

19. *Items of expenses to be recovered.*—The items of expenses to be shown for purposes of recovery in the certificate to be issued under section 18 shall be the following :—

(i) Transport charges and coolie hire for conveying a seized animal to the place of detention and for removing to the original place of an animal or part of an animal or product or fodder, bedding, or other thing used in connexion with an animal brought into or removed from the infected area.

(ii) Feeding and other incidental expenses incurred while a seized animal is under detention or removal.

(iii) Cost of disinfection, cremation or burial.

20. *Distance from the shore within which carcasses of infective animals shall not be placed in the sea.*—The prescribed distance for the purpose of section 22 shall be 3 miles from the high water mark on the shore.

21. *Service of notices.*—When any notice is requied to be given under the Act or under these rules, such notice shall be given—

(*a*) by giving or tendering the notice to such person, or

(*b*) if such a person is not found, by leaving such a notice at his last known place of abode or business or by giving or tendering the same to some adult member or servant of his family,

(*c*) if such a person does not reside in the local area and his address elsewhere is not known, by sending the same to him by post registered to the last known address, or

(*d*) if none of the means aforesaid be available, by affixing the same in some conspicuous part of such place of abode or business.

In the case of joint owners, it shall be sufficient to serve the notice, or send it to one of such owners.

22. *Mode of reporting cases of rinderpest.*—The report under section 6 may be made orally in person or in writing through a messenger or by post to the Inspector.

23. *Penalty for breach of the rules.*—Whoever commits a breach of any of the provisions of the foregoing rules, for which no penalty is provided in the Act, shall be punishable with fine which may extend in the case of a first conviction to 50 rupees and in the case of a second or subsequent conviction to 100 rupees.

ANNEXURE.

FORM No. I.

(*See* rule 3.)

Requisition for the production of animals for inoculation.

Whereas the Government of Madras have for the purpose of preventing the (out break / spread) of rinderpest (in / from) (1) directed by Department. Notification No. dated the published at page of Part of the *Fort St. George Gazette*, dated the that (2) animals shall be compulsorily inoculated,

You are hereby required to have the following $\frac{\text{animal}}{\text{animals}}$ belonging to you or in your charge, (3) produced at $\frac{\text{a.m.}}{\text{p.m.}}$ on , 19 at (4) and kept there till $\frac{\text{it is}}{\text{they are}}$ duly inoculated.

Pending such inoculation, you are hereby required to take the $\frac{\text{animal}}{\text{animals}}$ to (5) and detain $\frac{\text{it}}{\text{them}}$ there.

Inspector.

(1) Here enter the area mentioned in the notification.

(2) Here enter ' all ' if all animals are to be inoculated; when only a class of animals is to be inoculated such class should be specified.

(3) Here enter description of the animal(s).

(4) Here enter the place at which inoculation is to be made.

(5) Here enter the place of segregation.

FORM No. II.

(*See* rule 4.)

Application for licence.

To

The Inspector

(1) Name of applicant.

(2) Full address.

Purpose—

(3) If bringing into notified area—from where and route to be taken.

(4) If removing from notified area—to which place and route to be taken.

(5) If transport within notified area—from which place to which place and route to be taken.

Licence required for—

Animals.	*Number.*	*Kind.*	*Male or female.*	*Breed.*	*Age.*	*Identification marks.*	*Name of owner.*

(6) Alive.

(7) Dead.

(8) Products of animals (to be specified precisely).

(9) Parts of animals (to be specified precisely).

Fodder—

(10) Description.

(11) Quantity.

(12) Bedding (to be specified precisely).

(13) Other thing (to be specified precisely).

(14) Place at which now kept.

(15) $\frac{\text{Dates}}{\text{Hours}}$ within which the bringing, removal or transport will be completed.

Place

Date

Signature.

Form No. III.

(*See* rule 4.)

Licence under rule 4 of the Madras Rinderpest Rules, 1943.

I,   , Inspector, having inspected the animal, product or part of the animal, or fodder, bedding or other thing described below and being satisfied that the animal has been inoculated against rinderpest or the product or part or fodder, bedding or other thing is not likely to cause the spread of rinderpest or that the same is not infective, do hereby authorize   to bring/remove/transport the said animal or product, part or fodder, bedding or other thing from   to   via   within   hours/days from the issue of this licence and subject to the conditions mentioned below.

Conditions.

(1) The animal or product, or part of animal, or fodder, bedding or other thing which is being brought, removed or transported under this licence shall as far as possible be kept separate from all other animals and shall be brought, removed or transported to the place of destination specified in the licence and not elsewhere and where the destination is a slaughter-house, it shall be there detained until it is slaughtered.

(2) This licence shall accompany the animal, product or part of the animal, or fodder, bedding or other thing being brought, removed or transported and shall on the completion of the movement be delivered up or sent by post to the Inspector at

(3) This licence shall be produced for inspection on demand by an Inspector, Veterinary Surgeon, Police or village headman and the licensee or either person in charge of the animal, produce or part of the animal, fodder, bedding or other thing shall allow an extract from the licence to be taken and shall also, if required, give his name and address.

Description.

Inspector.

Form No. IV.

(*See* rule 6.)

Order under sub-section (1) *of section* 8.

Whereas there is reason to believe that the following $\frac{\text{animal}}{\text{animals}}$ belonging to you or in your charge $\frac{\text{is}}{\text{are}}$ infective (1)   ;

You are hereby required, under sub-section (1) of section 8 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), to keep $\frac{\text{it}}{\text{them}}$ where $\frac{\text{it is}}{\text{they are}}$ at present, namely, (2)   or $\frac{\text{to remove it/them}}{\text{to allow it/them to be removed}}$ to the following place, namely, (3)   within 24 hours of receipt of this order.

Inspector.

(1) Here enter description of the animal.
(2) Here enter the place at which the animal is kept and should continue to be kept.
(3) Here enter the place of isolation or segregation.

Form No. V.

(*See* rule 12.)

Order under section 10.

I,   , the undersigned having reason to believe that an animal $\frac{\text{infective}}{\text{affected}}$ with rinderpest $\frac{\text{is kept}}{\text{was kept within ten days}}$ in the undermentioned building/yard/vessel/vehicle do hereby call upon you as owner, occupier or person in charge of the said building/yard/vessel/vehicle to disinfect the said building/yard/vessel/vehicle, within   days from the receipt of this order to the satisfaction of an Inspector.

Veterinary Surgeon.

Form No. VI.

(*See* rule 13.)

Order under sub-section (1) *of section* 11.

To

Whereas I have reason to believe that there is an infective animal in the following field / yard / building namely, * in which animals are kept temporarily or otherwise ;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 11 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), I declare the said place to be an infected place.

Inspector.

*Here enter description of field / yard / bIulding concerned.

Form No. VII.

(*See* rule 13.)

Notice declaring places as infected places within a radius of one mile from an infected place.

To

Whereas in his order No. , dated , the Inspector declared under sub-section (1) of section 11 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940, the following place, namely, * to be an infected place ;

And whereas after examining the said place and the animals kept therein, I have confirmed the said order of the Inspector ;

Now, therefore, in exercise of the powers conferred by sub-section (3) of the said section, I declare the places described in the schedule below in which animals are kept temporarily or otherwise to be infected places.

* Here enter description of place.

Schedule.

District — Taluk

Serial number.	Name of village.	Name of street.	Door number.	Description of place.	Description and number of animals kept.	Name and address of owner, occupier or person in charge.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form No. VIII.

(*See* rule 13.)

Order under sub-section (1) *of section* 12.

Whereas I have reason to believe that an infective animal is / has been kept in the following place, namely, * owned / controlled / managed by the Corporation of Madras / Board / Municipal Council / Railway Administration where animals are kept temporarily for purpose of sale, exhibition or transit ;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 12 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), I declare the said place to be an infected place.

Veterinary Surgeon.

* Here enter the description of the place.

Note.—Copies of this order should be—

(1) exhibited prominently in the language of the locality in the infected place ;

(2) delivered at the office of the local authority or to the nearest station master of the Railway Administration as the case may be ;

(3) sent to the nearest police station.

FORM No. IX.

(*See* rule 15.)

Licence under section 14.

I, , Inspector, do hereby authorize to remove the animal or product or part of animal, fodder, bedding or other thing described below, from to via within $\frac{\text{hours}}{\text{days}}$ from the issue of this licence and subject to the conditions mentioned below :—

Conditions.

(1) The animal or product, or part of animal, or fodder, bedding or other thing which is being removed under this licence shall as far as possible be kept separate from all other animals and shall be removed to the place of destination specified in the licence and not elsewhere and where the destination is a slaughter-house, it shall be there detained until it is slaughtered.

(2) This licence shall accompany the animal, product or part of animal, or fodder, bedding or other thing being removed and shall on the completion of the movement be delivered up or sent by post to the Inspector at

(3) This licence shall be produced for inspection on demand by an Inspector, Veterinary Surgeon, Police or village headman and the licensee or other person in charge of the animal, product or part of animal, fodder, bedding or other thing shall allow an extract from the licence to be taken and shall also, if required, give his name and address.

Description.

Inspector.

FORM No. X.

(*See* rule 16.)

Notice of entry.

To

Whereas it is necessary for me to enter and inspect the following land, building or other place or vessel or vehicle for the purpose of

I hereby give you notice that I shall enter it on 19 at

You are hereby required to keep the $\frac{\text{animal}}{\text{animals}}$ within the land, building or other place or vessel or vehicle and not to remove $\frac{\text{it}}{\text{them}}$ on the aforesaid date from the land, building or other place or vessel or vehicle until $\frac{\text{it is}}{\text{there are}}$ inspected by me.

Inspector.

FORM No. XI.

(*See* rule 17.)

Certificate under section 18.

Whereas by $\frac{\text{notice}}{\text{requisition}}$ / Order No., dated , Sri was required to $\frac{\text{take the following measures}}{\text{do}}$ in respect of property $\frac{\text{owned by him}}{\text{occupied by him}}$ / in his charge before the 19 ;

And whereas such $\frac{\text{measures were not taken}}{\text{thing was not done}}$ within the time specified in the $\frac{\text{notice}}{\text{requisition}}$ / order,

And whereas the $\frac{\text{measures were taken}}{\text{thing was done}}$ at the expense of the said person ;

I hereby certify under section 18 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), that an amount of Rs. has been incurred on account of—

* (i)

* (ii)

* (iii)

as expenses and that the said amount is recoverable from the said as if it where an arrear of land revenue.

Inspector.

Veterinary Surgeon.

* Here enter details from rule 19.

NOTE.—A copy of this certificate should be sent to the Collector of the district for realization of the amount.

APPENDIX A-(2) (iv).

RINDERPEST (QUARANTINE) RULES, 1944.

(G.O. No. 4767, Development, 7th November 1944.)

(Published in the *Fort St. George Gazette*, Rules Supplement to Part I, pp. 1-3.)

(Page 751 of Local Rules and Orders, Volume IV, 1952.)

In exercise of the powers conferred by section 30 of the Madras Rinderpest Act, 1940 (Madras Act XIX of 1940), His Excellency the Governor of Madras is hereby pleased to make the following rules, the same having been previously published as required by sub-section (4) of the said section :—

Rules.

1. *Short title.*—These rules may be called the Madras Rinderpest (Quarantine) Rules, 1944.

2. *Season and routes for importation of animals.*—(1) When a notification under section 5 of the Act has been issued in respect of an area in which quarantine stations have been established, the State Government may, by notification in the *Fort St. George Gazette* appoint the season or seasons during which and the route or routes by which animals may be brought into such area from any other area in the State. The Veterinary Officer-in-charge of a quarantine station shall cause a gist of the notification issued under this sub-rule to be published by beat of tom-tom in the villages adjoining the area notified under section 5 of the Act.

(2) No person shall bring any animal from any area in the State into the area notified under section 5 of the Act except during the season or seasons or by the route or routes referred to in sub-rule (1).

3. *Quarantine Stations.*—The State Government may establish quarantine stations for the inspection and detention of animals brought into the area notified under section 5 of the Act along the routes appointed under rule 2. Every person bringing any animal into any such area shall, within twenty-four hours of the bringing of the animal into such area, produce the same before the Veterinary Officer of the nearest quarantine station.

4. *Inoculation and marking of animals.*—All animals on arrival at a quarantine station shall be liable—

(*a*) to be inoculated against rinderpest unless the Veterinary Officer of the station is satisfied that they have been inoculated against rinderpest within eighteen months immediately preceding their arrival or within such period as may be specified by the Director of Veterinary Services, Madras, from time to time ; and

(*b*) to be marked by tattooing the letters "S.S " on the inside of the left ear-lobe.

The decision of the Veterinary Officer of the quarantine station as to whether the animal is inoculated against rinderpest or not shall be final.

Note.—In the mark specified in clause (*b*) after the letters "S.S." the last digit of he calendar year in which the marking is done shall be tattoed.

5. *Period of detention of animals at quarantine station.*—Animals may be detained in a quarantine station for a period not exceeding 24 hours, for the purpose of inspection, inoculation and marking.

6. *Assistance to Veterinary Officer for inspection, etc.*—Every owner or person in charge of an animal shall give reasonable assistance to the Veterinary Officer of the quarantine station and his subordinates for the inspection, inoculation and markings of such animal.

7. *Feeding and upkeep of detained animals.*—The animals detained under these rules shall remain in charge of the owner or person in charge thereof, who shall be responsible for their feeding and upkeep.

8. *Precautions against straying of animals.*—Every owner or person in charge of animals shall, during the period of their detention under these rules take reasonable precautions against their straying from the limits of the quarantine station or from the place allotted for their halt.

9. *Liability to pay for inoculation and marking fees.*—(1) The owner or person in charge of animals shall be liable to pay for their inoculation and marking under rule 4, a fee at the rate of annas 2 per animal.

(2) If such fee is not paid or if the owner or person in charge of the animals neglects to feed the same, the Veterinary Officer of the quarantine station may seize as many animals as will, in his opinion, suffice to defray the fee leviable under sub-rule (1) and the charges incurred in connexion with the seizure, custody, feeding and upkeep of the animals and forthwith report the fact to the District Magistrate of the district in which the quarantine station is situated or such other officer as may have been appointed by such District Magistrate in this behalf.

(3) The District Magistrate or other officer referred to in sub-rule (2), may, if satisfied that such fee has not been paid, issue a notice in Form No. I appended to these rules and cause the animals so seized to be sold by auction and the proceeds of the sale applied to the payment of—

(*a*) the amount due on account of the fee leviable under sub-rule (1); and

(*b*) the charges in connexion with the seizure, custody, feeding and upkeep of the animals and the proceeds of the sale.

(4) The balance of the proceeeds of the sale, if any, shall be delivered to the owner of the animals or the person who was in charge of the animals when they were seized, together with an account showing—

(*a*) the number of animals seized;

(*b*) the time during which they had been in custody;

(*c*) the proceeds of the sale; and

(*d*) the manner in which those proceeds have been disposed of.

10. *Permit on release of animals.*—The Veterinary Officer of a quarantine station shall, at the time of the release of animals from the station, grant in Form No. II appended to these rules, a permit to the person in their charge, and such person shall, while in charge of the animals, produce it whenever so required by an officer of the Revenue department not below the rank of Deputy Tahsildar, a Police Officer not below the rank of sub-inspector, an officer of the Forest department, not below the rank of Range Officer or an

officer of the Veterinary department not below the rank of Veterinary Assistant Surgeon. If such person fails to produce a permit, the officers aforesaid shall give him reasonable facility to produce the same within a given time.

11. *Prohibition to pass beyond quarantine station.*—No person bringing animals into any area notified under section 5 (*b*) of the Act during a season and by a route appointed for such area under rule 2 shall pass beyond a quarantine station unless he holds a permit issued under rule 10 in respect of the animals in his charge. A person holding such permit shall not be liable to take out a licence under rule 4 (2) of the Madras Rinderpest Rules, 1943.

12. *Saving.*—Nothing contained in these rules shall affect the provisions of the Madras Rinderpest Rules, 1943, except to the extent provided in these rules.

FORM I.

[Notice under rule 9 (3).]

Whereas the animals described below and belonging to were brought and detained in the quarantine station at and whereas being the person in charge of such animals has not paid Rs. on account of the fee payable by him under rule 9 (1) of the Madras Rinderpest (Quarantine)Rules, 1944, and whereas the animals described below have consequently been seized by the Veterinary Officer of the said quarantine station under rule 9 (2).

Notice is hereby given that unless the dues and charges mentioned in rule 9 (3) are paid before the date herein fixed for the sale, the said animals shall be sold by public auction at on the

day of 195 , under rule 9 (3) by the

Number and description of animals.

Date

District Magistrate
Other officer referred to in rule 9 (2).

FORM II.

[Permit under rule 10.]

No. date Name
resident of son of permitted
to take animals as described below from
to via

Description.

He-buffaloes	Bulls	Heifers.	Lamb.	Swine.
She-buffaloes.	Bullocks.	Calves.	Goat.	Deer.
Calves (buffalo).	Cow.	Sheep.	Kid.	Camel.

Veterinary Officer-in-charge of the Quarantine Station.

APPENDIX A (3).

[*See* paragraph 222 (3).]

THE ANTHRAX (PREVENTION AND CONTROL) RULES, 1940.

In exercise of the powers conferred by sections 81 and 128 and sub-section (1) of section 129 of the Madras Public Health Act, 1939 (Madras Act III of 1939), His Excellency the Governor of Madras is hereby pleased to make the following rules :—

Rules.

1. These rules may be called the Anthrax (Prevention and Control) Rules, 1940.

2. If an animal suffers from, or has died as the result of, an illness presenting any of the following symptoms, such illness shall be deemed to be anthrax :—

(*a*) convulsions followed by sudden death ;

(*b*) fever, hard breathing and prostration ; and

(*c*) fever with swellings on the shoulder and neck.

3. The owner or person in-charge of an animal suffering, or suspected to be suffering, from anthrax or of the carcass of an animal which has died while suffering or suspected to be suffering from such disease shall forthwith report the case to the nearest Veterinary Officer and to the nearest officer of the Public Health department of the local authority concerned or of the Government not below the rank of Health or Sanitary Inspector.

4. The owner or person in-charge of an animal suffering or suspected to be suffering from anthrax shall segregate such animal in such a manner as to prevent the spread of infection to other animals and the human beings, and he shall carry out such instructions as may be issued in this behalf by an officer of the Public Health department of the local authority concerned or of the Government, not below the rank of Health or Sanitary Inspector.

5. If in any premises there is an animal suffering or suspected to be suffering from anthrax, or the carcass of an animal which has died while suffering or suspected to be suffering from such disease, the occupier of the premises shall—

(i) prevent the access of animals and poultry to the animal which is suffering or suspected to be suffering from anthrax or to the carcass of the animal which has died while suffering or suspected to be suffering from such disease or to any part of the premises which is or may have been exposed to infection from such animal or carcass, or has been contaminated by any dung of, or discharge from, such animal or carcass ;

(ii) detain on the premises —

(*a*) every animal suffering or suspected to be suffering from such disease and the carcass of every animal which has died while suffering or suspected to be suffering from such disease ; and

(*b*) every head of cattle which has been in the same shed, estable building, yard or field with such animal or carcass, or in any part of the premises contaminated by any dung of, or any discharge from, any such animal or carcass

(iii) disinfect as soon as possible with any one of the disinfectants mentioned in the annexure to these rules every place where such animal or carcas has lain or where the dung or blood of or discharges from, such animal or carcass may have escaped ; and

(iv) carry out such other directions for preventing the spread of infection as may be issued by any officer of the Public Health department of the local authority concerned or of the Government, not below the rank of Health or Sanitary Inspector.

6. Every animal which has come into contact with an animal suffering or suspected to be suffering from anthrax or with the carcass of an animal which has died while suffering or suspected to be suffering from such disease shall be kept under observation for a period of at least seven days, and shall not during this period be allowed to mix with other animals.

7. (1) The owner or person in-charge of an animal which is suffering or suspected to be suffering from anthrax or which has died while suffering or suspected to be suffering from such disease shall cause all scrapings, sweepings, dung, saw-dust, litter, fodder and any other matter removed from the place where such animal is kept, to be burnt or to be disinfected with any one of the disinfectants mentioned in the annexure to these rules.

(2) He shall not send or cause to be sent for grazing any animal suffering or suspected to be suffering from anthrax or any other animal which has come into contact with such animal and is kept under observation.

8. In the event of the prevalence or threatned outbreak of anthrax in a local area, an officer of the Animal Husbandry department having jurisdiction over such area may require the owner or person in charge of any animal in the area to get such animal immunised against the disease.

9. Every person who has come into contact with any animal suffering, or suspected to be suffering, from anthrax or with the carcass of any animal which has died while suffering or suspected to be suffering from such disease shall with the least practicable delay thoroughly disinfect with any one of the disinfectants mentioned in the annexure to these rules every part of his body, and every article of clothing which might have come into contact with such animal or carcass, or with any infected article.

10. No person suffering from any wounds, ulcers or sores shall handle any animal suffering or suspected to be suffering from anthrax, or the carcass of any animal which has died while suffering or suspected to be suffering from such disease, or any article in the premises in which animal or carcasses kept or in which such animal has died.

11. Whenever a case or suspected case of anthrax exists in a farm, or in the premises of a distributor or seller of milk, butter, buttermilk or other dairy produce, no food from such farm or premises shall be sold, distributed, removed or exchanged without the permission of the Health Officer.

12. The skin of an animal suffering, or suspected to be suffering from anthrax or the carcass of an animal which has died while suffering or suspected to be suffering from such disease shall not be cut, nor shall anything be done to cause the effusion of blood for the purpose of obtaining sufficient material for examination except by a Health Officer or an officer of the Animal Husbandry department or a Veterinary Practitioner acting on behalf of the owner of such animal or carcass.

13. The carcass of an animal which has died while suffering or suspected to be suffering from anthrax shall with the least practicable delay, and in any case within three hours after the death of the animal, be removed to the place of disposal in such manner that no discharge or other matter is split during such removal.

In case of default by the owner or person in charge of such carcass, the executive authority shall cause its removal and arrange for its disposal, and may recover the expenses incurred in this respect, from the owner of the carcass as if it were a tax due to the local authority.

14. The carcass of an animal which has died while suffering or suspected to be suffering from anthrax shall be speedily and completely burnt, or where this is not possible, buried at a depth of not less than six feet from the surface of the earth after completely covering the carcass with a layer of lime one foot deep.

15. If in a tannery or any other place where skins, hides, hairs or other animal matters are stored, processed or otherwise dealt with, any material is suspected to be derived from an animal which has died while suffering or suspected to be suffering from anthrax, the owner or person in charge of the tannery or other place aforeaid shall carry out such measures as may be specified by the Health Officer for the prevention of the spread of infection.

16. Whoever—

(*a*) contravenes any of the provisions of rules 3 to 15, or

(*b*) disobeys or fails to comply with any order given or requisition made in pursuance of these rules,

shall be punishable with imprisonment which may extent to three months or with fine or with both.

ANNEXURE.

(*See* rules 5, 7 and 9.)

For the purpose of rules 5, 7 and 9 deinfectants such as 5 per cent solution of carbolic acid, 3 per cent solution of cresol and iysol shall be used.

(G.O. No. 1958, P.H., 11th May 1940 ; R. Dis. No. 3485 IV/40.)

APPENDIX A (4) (i).

[*See* paragraph 231 (1).]

THE GLANDERS AND FARCY ACT, 1899 (INDIA ACT NO. XIII OF 1899).

WHEREAS it is expedient to consolidate and amend the law relating to Glanders and Farcy ; It is hereby enacted as follows :—

Short title and extent. 1. (1) This Act may be called the Glanders and Farcy Act, 1899.

(2) It extends to the whole of India.

(3) (Commencement) Repealed by the Repealing and Amending Act, 1914 (X of 1914).

Definition of "diseases." 2. (1) In this Act, unless there is anything repugnant in the subject or context " diseases " means affected with glanders and farcy or any other dangerous epidemic diseases among horses which the Governor-General in Council may, by notification in the *Gazette of India*, specify in this behalf.

(2) The provisions of this Act relating to horses shall apply also to camels, asses and mules.

3. (1) The local Government may, by notification in the local official gazette, apply this Act or any provision of this Act to any local area to be specified in, such notification, within the province.

(2) In any such notification the local Government may further direct that the Act or any provision so applied shall apply in respect of—

(*a*) all or any of the diseases mentioned or specified in a notification under section 2, sub-section (1).

(*b*) all animals or any class of animals mentioned in section 2, sub-section (2).

4. (1) When this Act has been so applied to a local area the local Government may, by notification in the local official gazette, appoint such persons as it thinks fit to be Inspectors under this Act and to exercise and perform, within the whole of the local area or such portions thereof as it may prescribe, the powers conferred and the duties imposed by this Act on such officers.

(2) Every person so appointed shall be deemed to be a public servant within the meaning of the Indian Penal Code. XLV of 1860.

Power of entry and search. 5. Within the local limits for which he is so appointed, any such Inspector as aforesaid may, subject to such rules as the local Government may make in this behalf, enter and search any field-building or other place for the purpose of ascertaining whether there is therein any horse which is diseased.

Power of seizure. 6. Within such limits as aforesaid, the Inspector may seize any horse which he has reason to believe to be diseased.

Horse to be examined by veterinary practitioner. 7. (1) On any such seizure as aforesaid, the Inspector shall cause the horse seized to be examined as soon as possible by such veterinary practitioner as the local Government may appoint in this behalf ;

Provided that, when the Inspector is also a veterinary practitioner so appointed, he may make the examination himself.

(2) For the purposes of the examination, the veterinary practitioner may submit the horse to any test or tests which the local Government may prescribe.

Horse to be destroyed if found deseased otherwise estored.

8. (1) If the veterinary practitioner certifies in writing that the horse is diseased, the Inspector shall cause the same to be immediately destroyed :

Provided that, in the case of any diseases other than glanders or farcy, horses certified to be diseased as aforesaid may, subject to any rules which the local Government may make in this behalf, be either destroyed or otherwise treated or dealt with as the veterinary practitioner may deem necessary.

(2) If, after completing the examination, the veterinary practitioner does not certify that the horse is diseased, the Inspector shall at once deliver the same to the person entitled to the possession thereof.

When horse diseased, place wher it has been to be disinfected, etc.

9. (1) When any diseased horse has been in any building, shed or other enclosed place, or in any open lines, the Inspector may issue a notice to the owner of the building, shed, place or lines or to the person in charge thereof directing him to have the same disinfected and the internal fittings thereof, or such other things found therein or near thereto as the local Government may by rule prescribe, destroyed.

(2) On the failure or neglect of such owner or other person as aforesaid to comply with the notice within a reasonable time, the Inspector shall cause the building, shed, place or lines to be disinfected and the fittings or other things to be destroyed, and the expense (if any) thereby incurred may be recovered from the owner or other person as if it were a fine.

Owner or person incharge of diseased horse to give notice.

10. The owner or any person in-charge of a diseased horse shall give immediate information of the horse being diseased to the Inspector or to such authority as the local Government may appoint in this behalf.

Prohibition against removal without license of horse which had been with disased horse.

11. No person in charge of any horse which has been in the same field, building or place as, or in contact with, a diseased horse, shall remove such horse except in good faith for the purpose of preventing infection, or under a licence to be granted by the Inspector and subject to the conditions of the licence.

12. (1) Whoever, being an Inspector appointed under this Act, vexatiously and unnecessarily enters or searches any field, building or other place, or seizes or detains any horse on the pretence that it is diseased, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

(2) No prosecution under this section shall be instituted after the expiry of three months from the date on which the offence has been committed.

Penalty for refusing to comply with notice under section 9 or for moving horse contrary to section 11.

13. Whoever refuses or neglects to comply with any notice issued by the Inspector under section 9, or removes any horse in contravention of section 11, shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to fifty rupees or with both.

Power to make rules.

14. (1) The local Government may make rules to carry out the purposes and objects of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules as aforesaid may—

(*a*) regulate entries, searches and seizures by Inspectors under this Act;

(*b*) regulate the use of tests and the isolation of horses subjected thereto and provide for recovering the expense of detaining, isolating and testing horses from the owners or persons in-charge thereof as if it were a fine;

(*c*) regulate the destruction or treatment as the case may be of horses certified under section 8 to be diseased and the disposal of the carcasses of diseased horses;

(*d*) regulate the disinfecting of buildings and places in which diseased horses have been, and prescribe what things found therein or near thereto shall be destroyed; and

(*e*) regulate the grant of licences under section 11 and the conditions on which those licences shall be granted.

(3) All rules under this section shall be published in the local official gazette, and, on such publication, shall have effect as if enacted by this Act.

(4) In making any rule under this section, the local Government may direct that a breach of it shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to fifty rupees or with both.

Appointment of same persons to be both Inspector and Practitioner.

15. Any veterinary practitioner may be appointed by the local Government to be both Inspector and vertinary practitioner for all or any of the purposes of this Act or of any rule thereunder.

16. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith, done or intended to be done under this Act.

(1) *Notifications.*

G.O. No. 3018, Revenue, 11th October 1911.

In exercise of the powers vested in them by section 3 of the Act the local Government have extended the Act to the whole of the Madras Presidency in respect of the following diseases:—

(1) Glanders and farcy.

(2) South African horse sickness.

(3) Surra.

G.O. No. 453 Revenue, 19th May 1906.

The Act is in force in respect of lymphangitis epizootica in the City of Madras only.

G.O. No. 3018/P, 11th October 1911.

2. Under section 4 (1) of the Act the undermentioned officers have been appointed to be Inspectors to exercise and perform within the Madras Presidency the powers conferred and the duties imposed by the Act on Inspectors, namely:—

(*a*) The Veterinary Assistant Surgeons in the Madras Civil Veterinary department whether in Government service or on foreign service.

(b) Veterinary Assistant Surgeons in-charge of private hospitals at Pithapuram and Parlakimedi who have no lien on appointments in the Civil Veterinary department.

(c) The Inspector of Livestock, Forest department, Calicut.

3. The following officers have been appointed to be both Inspectors and veterinary practitioners under sections 4 (1) and 7 (1) of the Act :—

(a) All the officers of the India Veterinary Service employed in the Veterinary department, Madras.

G.O. Ms. No. 707, Development, 9th April 1924.

(b) All officers of the Army Veterinary Corps who may for the time being be stationed within the Madras Presidency.

(c) All officers of the Madras Veterinary Service including the Assistant Professor and Personal Assistant to the Principal, Madras Veterinary College.

G.O. No. 3319, Revenue, 13th October 1910.

4. The diseases known as "Surra" and "Lymphangitis epizootica" are declared to be dangerous epidemic diseases within the meaning of section 2, sub-section (1) of the Act.

5. The following rules have been framed by the local Government under section 14 of the Act :—

(i) Every Inspector who receives information of the supposed existence, or who has reasonable grounds to suspect the existence, of a "diseased" horse at any place within the local area to which the Act has been applied shall, without unnecessary delay, proceed to such place and there execute and discharge the powers and duties conferred and imposed on him under the Act.

G.O. No. 458, Revenue, 19th May 1906.

(ii) Every person having in his possession or under his charge any "diseased" horse shall (1) keep the "diseased" separate from other horses not diseased, and (2) give information of the fact as soon as possible to the Inspector under the Act, or, if there be no Inspector of any place nearer than the nearest police station, to that police station, and the officer in-charge of that station shall forthwith send a report of the same to an Inspector under any Act.

(iii) In effecting entry into any premises or making a search under section 6 of the Act for the purpose of seizing a suspected horse, the following rules shall be observed :—

(a) No such entry or search shall be made between the hours of sunset and sunrise.

(b) The owner of the field, building or other place to be searched shall, on requisition by the Inspector, allow the Inspector free ingress into the said place and afford him all reasonable facilities for the search of the same.

(c) The Inspector shall, as far as practicable, be accompanied by the owner of the horse and the owner or person in-charge of the field, building or other place, which is to be searched, or failing them, by a police officer.

(d) The Inspector may break open any outer or inner door or window of any building or other place which he wishes to search, if, after notification of his authority and purpose and after demand of admittance duly made, he cannot otherwise obtain admittance.

(iv) After seizing a suspected horse, the Inspector shall at once arrange for its isolation and for due precautions being taken against contagion to men or other horses, until such time as the horse can be examined under section 7 by a veterinary practitioner appointed under the Act and disposed of under section 8 of the Act. The owner of the horse or the person in-charge of it shall give the Inspector all reasonable assistance in making these arrangements. The precautions to be taken against contagion should comprise, in the case of a discharge from the nose of the horse, the wearing of a nosebag, and, in the case of open sores, the covering up of the same as far as is practicable, with disinfecting powder and cloths or bandages. If, it is necessary, for the purpose of isolating a horse, to remove it along a public road, such removal shall, if possible, be at night.

(v) After the horse has been seized, if the owner or the person in-charge of it refuses to look after it, the Inspector shall make such arrangements as may be necessary for its isolation and detention and the cost of such arrangements shall be recoverable from the owner of the horse as if it were a fine.

(vi) The Inspector shall at the same time communicate a brief statement of the facts to the nearest officer who has been appointed to be a veterinary practitioner under the Act.

(vii) If the verterinary practitioner is unable to examine a horse that has been seized under the Act, the Inspector shall, after the lapse of twenty-one days from the date of seizure, deliver the horse to the person entitled to the possession thereof. In examining a horse which has been seized under the Act, the veterinary practitioner may subject the horse to the following among other recognized tests :—

(*a*) if the disease suspected is glanders or farcy, the Mallein test ;

(*b*) if the disease suspected is Lymphangitis epizootica, microscopical examination of the pus from abscesses and sores ; and

(*c*) if the disease suspected is Surra, microscopical examination of the blood.

No horse shall be certified to be suffering from Lymphangitis epizootica or Surra until the microscopical examination referred to in clauses (*b*) and (*c*) has been made ; and no horse which has been seized under section 6 of the Act on suspicion of being affected with " South African horse sickness " shall be certified to be so diseased or destroyed until the existence of the disease has been fully confirmed by bacteriological test.

G.O. Ms. No. 3112, Revenue, 3rd September 1918.

(viii) If a veterinary practitioner certifies under section 8 of the Act that a horse is diseased, it shall be destroyed humanely in the presence of an Inspector. If the Inspector decides that the horse should be destroyed by shooting, he may, if necessary, send a requisition in writing to the officer in-charge of the nearest police station to depute a police officer for the purpose and the station-house officer shall comply with the requisition. The police officer deputed shall shoot the horse under the orders of the Inspector. The owner or the person in-charge of the horse shall cause the carcass to be burnt in a suitable place, provided that, if the Inspector is satisfied that cremation is impracticable, he may permit the carcass to be buried, and it shall thereupon be buried in a hole not less than 6 feet deep. Before the earth is filled into the hole, the skin must be slashed in all directions and the carcass completely covered with lime. No person shall dig up, or cause to be dug up, the carcass or any part of it.

(ix) Before a horse or camel certified to be suffering from Surra is destroyed, a committee consisting of a Tahsildar or Deputy Tahsildar in independent charge and an Assistant Surgeon shall fix its value with a view to compensate the owner for the loss of the animal. In the case of a horse the compensation shall be half its value as fixed by the Committee subject to a maximum of Rs. 100 and in regard to a camel the compensation shall be three-fourths of its value as fixed by the Committee. The decision of the Committee as regards the compensation payable to the owner of the animal shall be final. In case there is difference of opinion between the two members of the Committee, they may co-opt a third member, and the decision of the majority shall prevail.

G.O. Ms. No. 1500, Development, 12th August 1921.

The payment of compensation for the destruction of animals under the rules under the Glanders and Farcy Act of 1899, should, for audit purposes, be supported by a certificate by the drawing officer that the compensation has been fixed by a Committee under the rules made under the Glanders and Farcy Act and is in accordance with the rules and scales laid down for the purpose.

G.O. Ms. No. 1541, 26th October 1926.

(x) On receipt of a notice issued by an Inspector under section 9 of the Act, the person to whom it is directed shall take the following steps in compliance therewith :—

(*a*) All dung, litter, hay, straw and waste food or bedding of any kind in the place to be disinfected shall be swept together, removed and burned. (They can be utilized as fuel for burning the carcass.)

(*b*) All harness and saddlery (except stuffing, which must be taken out and burned), all ropes, brushes, dusters, rugs, leather and wood-work (such as the shafts of vehicles), and all linen or woollen articles with which the diseased animal has been in contact shall be thoroughly disinfected in such way as the Inspector may direct.

(*c*) The floor or ground on which the animal has been standing shall be dug up to the depth, if practicable, of 2 feet and the earth removed and burned and not renewed for two weeks.

(*d*) The walls, the inside of the roof, all posts and other standing wood-work shall be thoroughly washed with two coats of freshly-made lime wash. If the walls and roofs are of thatch, they should be burned *in situ*.

(*e*) The clothes of any person who has lately attended the diseased horse shall be boiled.

(xi) A licence under section 11 of the Act will be granted unconditionally by an Inspector only if he is satisfied that there is no danger of the horse becoming infected or conveying the infection. If the Inspector considers that the horse is not free from risk, he may license the removal of the horse under the following conditions :—

(*a*) That the removal, except in so far as may be necessary to comply with condition (*b*), does not take place for such period not exceeding six weeks as the Inspector may specify.

(*b*) That during that period the horse shall be isolated in such place and with such precautions against infection as the Inspector may prescribe.

(*c*) That while so isolated the horse shall be subject to frequent Inspection by any Inspector appointed under the Act who may, if he sees necessity, prolong the period specified under condition (*a*).

(xii) The Government may from time to time prescribe the amount of the fees payable to private veterinary practitioner who may be appointed under the Act for each examination under section 7 and each certificate under section 8 of the Act.

(xiii) The actual expense of detaining, isolating and testing a horse and of the disinfection of stables, and the disposal of carcasses under the provisions of the Act, may be recovered from the owner or the person in charge thereof as if it were a fine.

(xiv) Whoever commits a breach of, or refuses or neglects to comply with,any rule made under the Act shall be punishable upon conviction with imprisonment which may extend to one month or with fine which may extend to Rs. 50 or with both.

(2) *Instructions for the diagnosis of Lymphangitis Epizootica.*

Nodules varying in size from a pea to a hen's egg appear under the skin. These may be connected by lines like veins having the appearance of beaded chains. The hair falls off the nodules and they burst and discharge thick yellow or blood-stained matter. The lesions may be found on any part of the body, but they are most frequently associated with those parts which are most exposed to wounds, kicks, contusions, harness and saddle galls. The disease takes place by inoculation through wounds and may therefore develop from the slightest abrasion. In cattle the nodules form well-defined lumps but their development is much slower and the lumps are not connected by vein-like cords.

(3) *Instructions for the diagnosis of Surra.*

There are successive attacks of fever, the first of which might perhaps pass unnoticed. Then red spots appear on the mucous membrane of the eye. The eyes water. There is rapid loss of flesh and great weakness, although in the majority of cases the appetite remains good throughout, no matter how high the fever may be. The mucous membranes of the eye, month, etc., become very pale and then at a latter period yellowish. From first to last there is progressive debility and emaciation until dropsical swellings of the limbs and under-surface of the body appear. The duration of the attacks of fever and intermissions are very irregular, usually lasting from about one to six days. Death occurs in about six or seven weeks.

APPENDIX A (4) (ii).

Rules framed by the Government of Madras under section 14 of the Glanders and Farcy Act.

(i) Every Inspector who receives information of the supposed existence, or who has reasonable grounds to suspect the existence, of a "diseased" horse at any place within the local area to which the Act has been applied shall, without unnecessary delay, proceed to such place and there execute and discharge the powers and duties conferred and imposed on him under the Act.

(ii) Every person having in his possession or under his charge any "diseased" horse shall (1) keep the "diseased" separate from other horses not diseased, and (2) give information of the fact as soon as possible to the Inspector under the Act, or, if there be no Inspector of any place nearer than the nearest police station to that police station and the officer in-charge of that station shall forthwith send a report of the same to an Inspector under any Act.

(G.O. No. 458, Revenue, 19th May 1906.)

(iii) In effecting entry into any premises or making a search under section 6 of the Act for the purpose of seizing a suspected horse, the following rules shall be observed :—

(*a*) No such entry or search shall be made between the hours of sunset and sunrise.

(*b*) The owner of the field, building or other place to be searched shall, on requisition by the Inspector, allow the inspector free Ingress into the said place and afford him all reasonable facilities for the search of the same.

(*c*) The Inspector shall, as far as practicable, be accompanied by the owner of the horse and the owner or person in-charge of the field, building or other place, which is to be searched, or failing them, by a police officer.

(*d*) The Inspector may break open any outer or inner door or window of any building or other place which he wishes to search, if, after notification of his authority and purpose and after demand of admittance duly made, he cannot otherwise obtain admittance.

(iv) After seizing a suspected horse, the Inspector shall at once arrange for its isolation and for due precautions being taken against contagion to men or other horses, until such time as the horse can be examined under section 7 by a vertinary practitioner appointed under the Act and disposed of under section 8 of the Act. The owner of the horse or the person in charge of it shall give the Inspector all reasonable assistance in making these arrangements. The precautions to be taken against contagion should comprise, in the case of a discharge from the nose of the horse, the wearing of a nose-bag, and, in the case of open sores, the covering up of the same as far as is practicable, with disinfecting powder and cloths or bandages. If it is necessary, for the purpose of isolating a horse, to remove it along a public road, such removal shall, if possible, be at night.

(v) After the horse has been seized, if the owner or the person in charge of it refuses to look after it, the Inspector shall make such arrangements as may be necessary for isolation and detention and the cost of such arrangements shall be recoverable from the owner of the horse as if it were a fine.

(vi) The inspector shall at the same time communicate a brief statement of the facts to the nearest officer, who has been appointed to be a veterinary practitioner under the Act.

(vii) If the veterinary practitioner is unable to examine a horse that has been seized under the Act, the Inspector shall, after the lapse of twenty-one days from the date of seizure, deliver the horse to the person entitled to the possession thereof. In examining a horse which has been seized under the Act, the veterinary practitioner may subject the horse to the following among other recognized tests :—

(*a*) If the disease suspected is Glanders or Farcy, the Mallein test ;

(*b*) if the disease suspected is Lymphangitis epizootica, microscopical examination of the pus from abscesses and sores ; and

(*c*) if the disease suspected is Surra, microscopical examination of the blood.

No horse shall be certified to be suffering from Lymphangitis epizootica or Surra until the microscopical examination referred to in clauses (*b*) and (*c*) has been made ; and no horse which has been seized under section 6 of the

Act on suspicion of being affected with "South African horse sickness" shall be certified to be so diseased or destroyed until the existence of the disease has been fully confirmed by bacterioloigical test.

(viii) If a veterinary practitioner certifies under section 8 of the Act that a horse is diseased, it shall be destroyed humanely in the presence of an Inspector, provided that in the case of diseases other than Glanders and Farcy a horse certified to be diseased as aforesaid may either be destroyed or otherwise treated or dealt with as the veterinary practitioner may deem necessary. If the Inspector decides that the horse should be destroyed by shooting, he may, if necessary, send a requisition in writing to the officer in-charge of the nearest police station to depute a police officer for the purpose and the station-house officer shall comply with the requisition. The police officer deputed shall shoot the horse under the orders of the Inspector. The owner or the person in charge of the horse shall cause the carcass to be burnt in a suitable place, provided that if the Inspector is satisfied that cremation is impracticable, he may permit the carcass to be buried, and it shall thereupon be burried in a hole not less than six feet deep. Before the earth is filled into the hole, the skin must be slashed in all directions and the carcass completely covered with lime. No person shall dig up, or cause to be dug up, the carcass or any part of it.

(ix) Before a horse or camel certified to be suffering from Surra is destroyed, a committee consisting of a Tahsildar or Deputy Tahsildar in independent charge (or in the absence of the Tahsildar or Deputy Tahsildar a Sub-Magistrate) and a Veterinary Assistant Surgeon shall fix its value with a view to compensate to the owner for the loss of the animal. In the case of a horse the compensation shall be half its value as fixed by the Committee subject to a maximum of Rs. 100 and in regard to a camel the compensation shall be three-fourths of its value as fixed by the Committee. The decision of the Committee as regards the compensation payable to the owner of the animal shall be final. In case there is difference of opinion between the two members of the Committee, they may co-opt a third member, and the decision of the majority shall prevail.

The payment of compensation for the destruction of animals under the rules under the Glanders and Farcy Act of 1899 should, for audit purposes, be supported by a certificate by the drawing officer that the compensation has been fixed by a Committee under the rules made under the Glanders and Frcy Act and is in accordance with the rules and scales laid down for the purpose.

(x) On receipt of a notice issued by an Inspector under section 9 of the Act, the person to whom it is directed shall take the following steps in compliance therewith :—

(*a*) All dung, litter, hay, straw and waste food or bedding of any kind in the place to be disinfected shall be swept together, removed and burned. (They can be utilized as fuel for burning the carcass.)

(*b*) All harness and saddlery (except stuffing, which must be taken out and burned), all ropes, brushes, dusters, rugs, leather and wood-work (such as the shafts of vehicles), and all linen or woollen articles with which the diseased animal has been in contact shall be thoroughly disinfected in such way as the Inspector may direct.

(*c*) The floor or ground on which the animal has been standing shall be dug up to the depth, if practicable, of 2 feet and the earth removed and burned and not renewed for two weeks.

(*d*) The walls, the inside of the roof, all posts and other standing wood-work shall be thoroughly washed with two coats of freshly-made lime wash. If the walls and roof are of thatch, they should be burned *in situ*.

(*e*) The clothes of any person who has lately attended the diseased horse shall be boiled.

(xi) A licence under section 11 of the Act will be granted unconditionally by an Inspector only if he is satisfied that there is no danger of the horse becoming infected or conveying the infection. If the Inspector considers that the horse is not free from risk, he may license the removal of the horse under the following conditions :—

(*a*) That the removal, except in so far as may be necessary to comply with condition (*b*), does not take place for such period not exceeding six weeks as the Inspector may specify.

(*b*) That during that period the horse shall be isolated in such place and with such precautions against infection as the Inspector may prescribe.

(*c*) That while so isolated the horse shall be subject to frequent Inspection by any Inspector appointed under the Act who may, if he sees necessity, prolong the period specified under condition (*a*).

(xii) The Government may from time to time prescribe the amount of fees payable to private veterinary practitioner who may be appointed under the Act for each examination under section 7 and each certificate under section 8 of the Act.

(xiii) The actual expense of detaining, isolating and testing a horse and of the disinfection of stables, and the disposal of carcasses under the provisions of the Act, may be recovered from the owner or the person in-charge thereof as if it were a fine.

(xiv) Whenever commits a breach of, or refuses or neglects to comply with any rule made under the Act shall be punishable upon conviction with imprisonment which may extend to one month or with fine which may extend to Rs. 50 or with both.

APPENDIX A (5) (i).

[*See* paragraph 115 (1).]

THE PREVENTION OF CRUELTY TO ANIMALS ACT, 1890 (CENTRAL ACT XI OF 1890) AND THE RULES FRAMED THEREUNDER.

(Corrected up to the 1st June 1949.)

An Act for the Prevention of Cruelty to Animals.

WHEREAS it is expedient to make further provision for the prevention of cruelty to animals; It is hereby enacted as follows:—

Title, extent and commencement and supersession of other enactments.

1. (1) This Act may be called the Prevention of Cruelty to Animals Act, 1890.

(2) This section extends to the whole of British India: and the Provincial Government may, by notification in the Official Gazette, extend, on and from a date to be specified in the notification, the whole or any part of the rest of this Act to any such local area as it thinks fit.

(3) When any part of this Act has been extended under sub-section (2) to a local area, the Provincial Government may, by notification in the Official Gazette, direct that the whole or any part of any other enactment in force in the local area for the prevention of cruelty to animals shall, except as regards anything done or any offence committed or any fine or penalty incurred or any proceedings commenced, cease to have effect in the local area, and such whole or part shall cease to have effect accordingly until the Provincial Government, by a like notification, otherwise directs

(4) The Provincial Government may cancel or vary a notification under sub-section (2) or sub-section (3).

Definitions.

2. In this Act, unless there is something repugnant in the subject or context,—

(1) "animal" means any domestic or captured animal; and

(2) "street" includes any way, road, lane, square, court, alley, passage or open space, whether a thoroughfare or not, to which the public have access;

(3) "phooka" or "doom dev" includes any process of introducing air or any substance into the female organ of a milch animal with the object of drawing off from the animal any secretion of milk.

Penalty for cruelty to animals, and for sale of animals killed with unnecessary cruelty.

3. If any person—

(*a*) overdrives, beats, or otherwise treats any animal so as to subject it to unnecessary pain or suffering, or

(*b*) binds, keeps, carries or consigns for carriage any animal in such manner or position as to subject it to unnecessary pain or suffering, or

(*c*) offers for sale or without reasonable cause has in his possession any live animal which is suffering from pain by reason of mutiliation, tarvation, thirst, over-crowding or other ill-treatment, or

(*d*) offers for sale any dead animal or part of a dead animal which he has reason to believe has been killed in an unnecessarily cruel manner, or

(e) without reasonable cause abandons any animal in circumstances which render it likely that it will suffer pain by reason of starvation or thirst, he shall be punished, in the case of a first offence, with fine which may extend to fifty rupees, or with imprisonment for a term which may extend to one month and, in the case of a second or subsequent offence committed within three years of the previous offence, with fine which may extend to one hundred rupees, or with imprisonment for a term which may extend to three months, or with both.

Penalty for over loading animals.

3-A. (1) If any person overloads any animal, he shall be punished with fine which may extend to fifty rupees, or with imprisonment for a term which may extend to one month.

(2) If the owner of any animal, or any person who, either as a trader, carrier or contractor or by virtue of his employment by a trader, carrier or contractor, is in possession of, or in control of the loading of, any animal, permits the overloading of such animal, he shall be punished with fine which may extend to one hundred rupees.

Penalty for practising phooka.

4. (1) If any person performs upon any cow or other milch animal the operation called *phooka* or *doom dev*, or permits such operation to be performed upon any such animal in his possession or under his control, he shall be punished with fine which may extend to five hundred rupees, or with imprisonment for a term which may extend to two years, or with both, and the animal on which the operation was performed shall be forfeited to Government :

Provided that in the case of a second or subsequent conviction of a person under this section he shall be punished with fine which may extend to five hundred rupees and with imprisonment for a term which may extend to two years.

(2) A Court may order payment out of any fine imposed under this section of an amount not exceeding one-tenth of the fine to any person other than a police officer or officer of a society or institution concerned with the prevention of cruelty to animals who has given information leading to the conviction.

Penalty for killing animals with unnecessary cruelty anywhere.

5. If any person kills any animal in an unnecessarily cruel manner, he shall be punished with fine which may extend to two hundred rupees, or with imprisonment for a term which may extend to six months, or with both.

Penalty for being in possession of the skin of a goat killed with unnecessary cruelty.

5-A. If any person has in his possession the skin of a goat, and has reason to believe that the goat has been killed in an unnecessarily cruel manner, he shall be punished with fine which may extend to one hundred rupees, or with imprisonment which may extend to three months, or with both, and the skin shall be confiscated.

Presumptions as to possession of the skin of a goat.

5-B. If any person is charged with the offence of killing a goat contrary to the provisions of section 5, or with an offence punishable under section 5-A, and it is proved that such person had in his possession, at the time the offence was alleged to have been committed, the skin of a goat with any part of the skin of the head attached thereto, it shall be presumed, until the contrary be proved, that such goat was killed in an unnecessarily cruel manner, and that the person in possession of such skin had reason so to believe.

6. If any person employs in any work or labour any animal which by reason of any disease, infirmity, wound, sore or other cause is unfit to be so employed, or permits any such unfit animal in his possession or under his control to be so employed, he shall be punished with fine which may extend to one hundred rupees.

Penalty for employing anywhere animals unfit for labour.

6-A. For the purposes of sections 3-A and 6, an owner or other rpseon in possession or control of an animal shall be deemed to have permitted an offence if he has failed to exercise reasonable care and supervision with a view to the prevention of such offence, and, for the purposes of section 4, if he fails to prove that he has exercised such care and supervision.

Interpretation.

6-B. (1) The Provincial Government may, by general or special order, appoint infirmaries for the treatment and care of animals in respect of which offences against this Act have been committed, and may authorize the detention therein of any animal pending its production before a Magistrate.

Treatment and care of animals.

(2) The Magistrate before whom a prosecution for an offence against this Act has been instituted may direct that the animal concerned shall be treated and cared for in an infirmary, until it is fit to perform its usual work or is otherwise fit for discharge, or that it shall be sent to a *pinjrapole*, or, if the Veterinary Officer in charge of the area in which the animal is found or such other Veterinary Officer as may be authorized in this behalf by rules made under section 15 certifies that it is incurable or cannot be removed without cruelty, that it shall be destroyed.

(3) An animal sent for care and treatment to an infirmary shall not, unless the Magistrate directs that it shall be sent to a *pinjrapole* or that it shall be destroyed, be released from such place except upon a certificate of its fitness for discharge issued by the Veterinary Officer in charge of the area in which the infirmary is situated or such other Veterinary Officer as may be authorized in this behalf by rules made under section 15.

(4) The cost of transporting an animal to an infirmary or *pinjrapole*, and of its maintenance and treatment in an infirmary, shall be payable by the owner of the animal in accordance with a scale of rates to be prescribed by the District Magistrate or, in Presidency-towns, by the Commissioner of Police :

Provided that when the Magistrate so orders, on account of the poverty of the owner of the animal, no charge shall be payable for the treatment of the animal.

(5) If the owner refuses or neglects to pay such cost or to remove the animal within such time as a Magistrate may prescribe, the Magistrate may direct that the animal be sold and that the proceeds of the sale be applied to the payment of such cost.

(6) The surplus, if any, of the proceeds of such sale shall, on application made by the owner within two months from the date of the sale, be paid to him.

Penalty for baiting or inciting animals to fight.

6-C. If any person—

(*a*) incites any animal to fight, or

(*b*) baits any animal, or

(c) aids or abets any such incitement or baiting,

he shall be punished with fine which may extend to fifty rupees.

Exception.—It shall not be an offence under this section to incite animals to fight if such fighting is not likely to cause injury or suffering to such animals and all reasonable precautions are taken to prevent injury or suffering from being so caused.

Penality for permitting deceased animals to go at large or to die in public place.

7. If any person wilfully permits any animal of which he is the owner or is in charge to go at large in any street while the animal is affected with contagious or infectious disease, or without reasonable excuse permits any diseased or disabled animal of which he is the owner or is in charge to die in any street, he shall be punished with fine which may extend to one hundred rupees where he is the owner of the animal, or to fifty rupees where he is in charge of but not the owner of the animal.

Special power of search and seizure in respect of certain offences.

7-A. (1) If a police officer, not below the rank of Sub-Inspector, has reason to believe that an offence under section 5, in respect of a goat, is being or is about to be, or has been, committed in any place, or that any person has in his possession the skin of a goat with any part of the skin of the head attached thereto, he may, enter and search such place or any place in which he has reason to believe any such skin to be, and may seize any such skin and any article or thing used or intended to be used in the commission of such offence.

(2) If a police officer, not below the rank of Sub-Inspector, or any person specially authorized by the Provincial Government in this behalf has reason to believe that *phooka* or *doom dev* has just been or is being performed on any animal within the limits of his jurisdiction, he may enter any place in which he has reason to believe such animal to be, and may seize the animal and produce it for examination by the Veterinary Officer in charge of the area in which the animal is seized.

Search warrants.

8. (1) If a Magistrate of the first or second class, Presidency Magistrate, Sub divisional Magistrate, Commissioner of Police or District Superintendent of Police, upon information in writing and after such inquiry as he thinks necessary, has reason to believe that an offence against this Act is being or is about to be or has been committed in any place, he may either himself enter and search or by his warrant authorize any police officer not below the rank of Sub-Inspector to enter and search the place.

(2) The provisions of the Code of Criminal Procedure, 1882, relating to searches under that Code shall, so far as those provisions can be made applicable, apply to a search under sub-section (1) or under section 7-A.

Limitation for prosecutions.

9. A prosecution for an offence against this Act shall not be instituted after the expiration of three months from the date of the commission of the offence.

Destruction of suffering animals.

10. (1) When any Magistrate, Commissioner of Police or District Superintendent of Police has reason to believe that an offence against this Act has been committed in respect of any animal, he may direct the immediate destruction of the animal if in his opinion its sufferings are such as to render such a direction proper.

(2) Any police officer above the rank of a constable who finds any animal so diseased, or so severely injured, or in such a physical condition that it cannot in his opinion, be removed without cruelty, may, if the owner is absent or refuses to consent to the destruction of the animal, forthwith summon the Veterinary Officer in charge of the area in which the animal is found and, if the Veterinary Officer certifies that the animal is mortally injured, or so severely injured or in such a physical condition that its destruction is desirable, the police officer may, after obtaining orders from a Magistrate, destroy the animal or cause it to be destroyed.

Saving with respect to religions rites and usages.

11. Nothing in this Act shall render it an offence to kill any animal in a manner required by the religion or religious rites and usages of any race, sect, tribe or class.

Provision supplementary to section with respect to extent of Act.

12. Notwithstanding anything in section 1, sections 4 and 13, sections 9 and 10 and sections 6-A, 7-A, 8 and 15 so far as they relate to offences under section 4 shall extend to every local area in which any section of this Act constituting an offence is for the time being in force.

13. (1) Notwithstanding anything contained in the Code of Criminal Procedure, 1898, an offence punishable under section 4 shall be a cognizable offence within the meaning of that Code.

(2) Any agent of the Society for the Prevention of Cruelty to Animals who is specially empowered by the Provincial Government in that behalf may arrest without a warrant any person committing in his view any offence punishable under this Act; and the provisions of the Code of Criminal Procedure, 1898, shall apply to an arrest made by such agent as if it had been effected by a Police officer.

(3) The agent shall have power to release any person so arrested on his executing a bond, with or without sureties, for his appearance before a magistrate if and when required.

(4) The provisions of the Code of Criminal Procedure, 1898, shall apply to any arrest made or bond taken under this section as if the arrest had been made, or the bond had been taken, under the said Code.

General power of seizure for examination.

14. Any police officer above the rank of a constable or any person authorized by the Provincial Government in this behalf, who has reason to believe that an offence against this Act has been or is being committed in respect of any animal, may, if in his opinion the circumstances so require, seize the animal and produce the same for examination by the nearest Magistrate or by such Veterinary Officer as may be designated in this behalf by rules made under section 15; and such police officer or authorized person may, when seizing the animal, require the person in charge thereof to accompany it to the place of examination.

Power to make rules.

15. (1) The Provincial Government may, by notification in the Official Gazette, and subject to the condition of previous publication, make rules to carry out the purposes of this Act.

(2). In particular and without prejudice to the generality of the foregoing power, the Provincial Government may make rules—

(*a*) prescribing the maximum weight of loads to be carried or drawn by any animal;

(*b*) prescribing conditions to prevent the over-crowding of animals;

(c) prescribing the period during which, and the hours between which, buffaloes shall not be used for draught purposes ;

(d) prescribing the purposes to which fines realized under this Act may be applied, including such purposes as the maintenance of infirmaries, pinjrapoles, and veterinary hospitals ;

(e) prohibiting the use of any bit or harness involving cruelty ;

(f) requiring persons carrying on the business of a farrier to be licensed and registered ;

(g) requiring persons owning, or in charge of, premises in which animals are kept or milked to register such premises, to comply with prescribed conditions as to the boundary walls or surrounding of such premises, to permit their inspection for the purpose of ascertaining whether any offence against section 4 is being, or has been, committed therein, and to expose in such premises copies of section 4 of this Act in a language or languages commonly understood in the locality ; and

(h) prescribing the manner in which cattle may be impounded in any place appointed for the purpose, so as to secure the provision of adequate space, food and water.

(3) If any person contravenes, or abets the contravention of, any rule made under this section, he shall be punished with fine which may extend to fifty rupees.

Person authorized under section 14 to be public servants.

16. Every person authorized by the Provincial Government under section 14 shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code.

Indemnity.

17. No suit, prosecution or other legal proceeding shall lie against any person who is, or who is deemed to be, a public servant within the meaning of section 21 of the Indian Penal Code in respect of anything in good faith done or intended to be done under this Act.

APPENDIX A (5) (ii).

THE MADRAS PREVENTION OF CRUELTY TO ANIMALS RULES, 1940.

Rules.

1. These rules may be called the Madras Prevention of Cruelty to Animals Rules, 1940.

2. No person shall use any buffalo for draught purposes between noon and 3-30 p.m., during such period or periods as may be notified by the Provincial Government.

3. In places where there are veterinary institutions, the assistants-in-charge of such institutions and, in other places, the touring Veterinary Assistant Surgeons, or in their absence, the assistant-in-charge of the nearest veterinary institution, shall be authorized to issue certificates under section 6-B (2) of the Act.

APPENDIX A (6) (i).

(*See* paragraph 170.)

MADRAS LIVESTOCK IMPROVEMENT ACT, 1940.

The following Act received the assent of His Excellency the Governor on the 29th August 1940 and is hereby published for general information :—

ACT No. XV OF 1940.

An Act to provide for the improvement of livestock in the Province of Madras.

WHEREAS it is expedient to provide for the improvement of livestock in Province of Madras;

AND WHEREAS the Governor of Madras has, by a Proclamation under section 93 of the Government of India Act, 1935, assumed to himself all powers vested by or under the said Act in the Provincial Legislature.

NOW, THEREFORE, in exercise of the powers so assumed to himself, the Governor is pleased to enact as follows :—

Short title, extent and commencement. 1. (1) This Act may be called the Madras Livestock Improvement Act, 1940.

(2) It extends to the whole of the State of Madras.

(3) This section shall come into force at once, and the State Government may from time to time by notification in the *Fort St. George Gazette* apply all or any of the remaining provisions of this Act to the whole or any portion of the Province of Madras from such date and for such period, if any, as may be specified in the notification, and may cancel or modify any such notification.

Definitions. 2. In this Act, unless there is anything repugnant in the subject or context—

(*a*) " bull " includes a buffalo-bull ;

(*b*) " cow " includes a buffalo-cow and a heifer ;

(*c*) " Director " means the officer appointed by the State Government as the Director of Animal Husbandry for the State of Madras and includes any other person on whom the powers or duties of the Director under this Act have been conferred or imposed under section 3 ;

(*d*) " licence " means a licence granted under section 4 ;

(*e*) " licensing officer " means the Director or any other officer or person authorized to grant licences under section 4 ;

(*f*) " prescribed " means prescribed by rules made under this Act ;

(*g*) a person is said to " keep a bull " if he owns the bull or has the bull in his possession or custody ; and

(*h*) a bull is said to be " castrated " if it is rendered incapable of propagating its species.

Appointment of Director. 3. The State Government may by general or special order confer or impose on any person all or any of the powers or duties of a Director under this Act.

Bulls which have attained a certain age to be licensed. 4. (1) No person shall keep a bull which has attained the prescribed age except under and in accordance with the terms, conditions and restrictions of a licence granted under this section, unless it is certified by the prescribed officer that the bull has been effectively castrated by a method and in a manner approved by the Director.

Explanation.—Where a person keeps more than one bull, he shall obtain a separate licence in respect of each bull.

(2) Every licence under this section shall be granted by the Director or any officer or person authorized by him by general or special order. It shall be in such form, for such period, and subject to such terms, conditions and restrictions as may be prescribed.

No fee shall be charged for the grant of the licence.

Refusal and revocation of licences.

5. (1) Subject to such rules as may be prescribed, the licensing officer may refuse to grant or may revoke a licence in respect of any bull if in his opinion the bull appears to be—

(*a*) of defective or inferior conformation and consequently likely to be get defective or inferior progeny, or

(*b*) suffering from an incurable contagious or infectious disease or from any other disease rendering the bull unsuitable for breeding purposes, or

(*c*) of a breed which it is undesirable to propagate in the district or part of the district in which it is kept.

(2) The licensing officer may also revoke a licence granted in respect of any bull kept within his jurisdiction (whether such licence was granted by himself or by any other officer) if in his opinion—

(*a*) the licence was granted under circumstances of which the licensing officer was not aware at the time of granting the licence, or

(*b*) there has been a breach of any of the terms, conditions or restrictions of the licence.

(3) If a licence is revoked under this section, the officer revoking the licence shall give notice thereof to the person keeping the bull or to the person stated in the licence to be the owner of the bull. The notice shall set out the grounds for the revocation.

(4) No person shall be entitled to any compensation for the refusal or revocation of any licence under this section.

Surrender of licence.

6. A licence granted in respect of a bull shall be surrendered without delay to the licensing officer, if

(*a*) the period specified in the licence expires, or

(*b*) the licence is revoked under this Act, or

(*c*) the bull dies, or is certified by the prescribed officer to have been effectively castrated by a method and in a manner approved by the Director.

Inspection of bulls.

7. The licensing officer may by order require any person keeping a bull to submit it for inspection by himself or by any officer or person deputed by him for the purpose, at any reasonable time, either at the place where the bull is kept for the time being or at any other reasonable place specified in the order, and thereupon it shall be the duty of the person keeping the bull to submit it for inspection accordingly, and render all reasonable assistance in connexion with such inspection to the officer concerned.

8. (1) The licensing officer may by order require any person keeping a bull which in his opinion has attained the prescribed age, and in respect of which no licence is for the time being in force under this Act, to have it castrated, within one month from the date of the service of the order, by a method and in a manner approved by the Director and specified in the order.

Power to order castration of bulls.

(2) Such castration shall be performed or caused to be performed by the licensing officer free of charge, unless the owner or other person keeping the bull desires to make his own arrangements for complying with the order.

9. If any notice or order is served under section 5, section 7, or section 8 on any person who is not the owner of the bull, it shall be the duty of that person forthwith to take all reasonable steps to inform the owner of the contents of such notice or order, and if he fails to do so, he shall be liable to indemnify the owner against any loss the owner may sustain by reason of such failure.

Duty to inform owner of contents of notice or order of castration.

Production of licence.

10. It shall be the duty of any person who for the time being keeps a bull in respect of which a licence has been obtained and is in force, to produce such licence—

(*a*) within a reasonable time, at any place where the bull is for the time being, on demand made by a licensing officer or an officer of the Veterinary Department not below the rank of Veterinary Assistant Surgeon, or an officer of the Agricultural Department not below the rank of Upper Subordinate, or an officer of the Revenue Department not below the rank of Revenue Inspector or such other officer as may be authorized in this behalf by the State Government by general or special order, or

(*b*) before a cow is served by the bull, on demand made by the person in charge of the cow.

Penalties.

11. Whoever—

(*a*) keeps a bull in contravention of this Act or of any rule or order made thereunder, or of any terms, conditions or restrictions of a licence, or

(*b*) neglects or fails to submit a bull for inspection when required to do so under section 7 or

(*c*) neglects or fails to comply with an order served under section 8, or

(*d*) neglects or fails to produce a licence when required to do so under section 10.

shall be punishable with fine which may extend to fifty rupees and in the case of a second or any subsequent offence with fine which may extend to one hundred rupees.

12. (1) If a person who keeps a bull neglects or fails to submit it for inspection, or to have it castrated when required to do so under section 7, or section 8, the licensing officer may direct that the bull shall be castrated by a method and in a manner approved by the Director and marked with a prescribed mark in the prescribed manner, free of charge.

Power of licensing officer to castrate bulls.

(2) (*a*) If it is not known in whose ownership, possession or custody a bull is for the time being and the fact cannot be ascertained after an inquiry in the prescribed manner, the licensing officer may seize the bull or cause it to be seized, and if he is of opinion that the bull has attained the prescribed

age and is unsuitable for breeding purposes on any of the grounds specified in sub-section (1) of section 5 may direct that the bull shall be castrated by a method and in a manner approved by the Director and marked with a prescribed mark in the prescribed manner, free of charge.

(b) Every bull seized under clause (a) shall, after it has been castrated and marked as aforesaid where necessary, be sold by public auction or sent to a pinjrapole or infirmary recognized by the State Government in this behalf.

(c) In case the owner of any bull seized under clause (a) appears before the licensing officer within such time as may be prescribed in this behalf and proves to the satisfaction of such officer that the bull is owned by him—

(i) in case the bull has been sold by public auction, the proceeds of such sale shall be paid to the owner after deducting therefrom the costs, charges and expenses incurred for the maintenance and sale of the bull ; and

(ii) in any other case, the bull shall be delivered to the owner on payment of the costs, charges and expenses incurred for its maintenance.

(d) The costs, charges and expenses referred to in sub-clauses (i) and (ii) of clause (c) shall be determined in the prescribed manner.

Power of licensing officer, etc., to inspect or mark bulls and to enter premises.

13. For the purposes of this Act, a licensing officer or any officer or person authorized by him in this behalf shall have power at all reasonable times—

(a) to inspect any bull ;

(b) to mark any bull with a prescribed mark in the prescribed manner ; and

(c) subject to such conditions and restrictions, if any, as may be prescribed to enter any premises or other place where he has reason to believe that a bull is kept.

Duty of officers to report offences, etc.

14. It shall be the duty of all village officers and servants and of all officers of the Animal Husbandry, Agricultural and Revenue Departments—

(a) to give immediate information to the nearest licensing officer of the commission of any offence, or of the intention or preparation to commit any offence punishable under this Act, which may come to their knowledge ;

(b) to take all reasonable measures in their power to prevent the commission of any such offence which they may know or have reason to believe is about or likely to be committed ; and

(c) to assist any licensing officer in carrying out the provisions of this Act.

Cognizance of offences.

15. No Magistrate shall take cognizance of any offence under this Act except upon a complaint made by a licensing officer or any person authorized by such officer in this behalf.

Officers to be public servants.

XLV of 1860.

16. The Director, every licensing officer, all officers and persons authorized by the Director or a licensing officer under this Act, and all village officers and servants, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

Bar of certain proceedings.

17. (1) No suit, prosecution or other proceeding shall lie against any officer or servant of the State Government for any act done or purporting to be done under this Act without the previous sanction of the State Government.

(2) No officer or servant of the State Government shall be liable in respect of any such act in any civil or criminal proceeding if the act was done in good faith in the course of the execution of duties or the discharge of functions imposed by or under this Act.

Limitation for certain suits and prosecutions.

18. No suit shall be instituted against the Crown and no suit, prosecution or other proceeding shall be instituted against any officer or servant of the State Government in respect of any act done or purporting to be done under this Act, unless the suit, prosecution or other proceeding is instituted within six months from the date of the act complained of.

Revision.

19. The State Government may at any time either *suo motu* or on application, call for and examine the record of any order passed by, or any proceedings recorded by, any officer or person under this Act, for the purpose of satisfying themselves as to the legality or propriety of such order or as to the regularity of such proceedings, and may pass such order in reference thereto as they think fit.

Nothing contained in this section shall apply to the orders or proceedings of any Court or Magistrate.

Power to make rules.

20. (1) The State Government may make rules to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for—

(*a*) all matters expressly required or allowed by this Act to be prescribed;

(*b*) the circumstances in which duplicates of licences may be granted, the fees which may be charged for the grant of such duplicates, and the conditions, restrictions and limitations subject to which they may be granted;

(*c*) the powers to be exercised and the duties to be performed by officers appointed under this Act, and the procedure of such officers; and

(*d*) the service of notices and orders issued under this Act.

(3) In making a rule under sub-section (1) or sub-section (2), the State Government may provide that a person guilty of a breach thereof shall be punishable with fine which may extend to fifty rupees.

(4) The power to make rules, conferred by this section shall be subject to the condition of the rules being made after previous publication.

(5) All rules made under this section shall be published in the *Fort St. George Gazette* and upon such publication shall have effect as if enacted in this Act.

APPENDIX A (6) (ii).

The Madras Live stock Improvement Rules, 1942.

In exercise of the powers conferred by section 20 of the Madras Livestock Improvement Act, 1940 (Madras Act XV of 1940), His Excellency the Governor of Madras is pleased to make the following rules, the same having been previously published as required by sub-section (4) of the said section :—

Rules.

1. *Short title.*—These rules may be called the Madras Livestock Improvement Rules, 1942.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context—

(i) 'the Act' means the Madras Livestock Improvement Act, 1940 ;

(ii) 'Form' means a Form appended to these rules ; and

(iii) 'Government' means the Government of Madras.

3. *Competent authority for issuing certificate of castration.*—An officer or person authorized by the Director by general or special order to grant licences under section 4 of the Act, shall be competent to certify under sub-section (1) of section 4 that the bull has been effectively castrated by a method and in a manner approved by the Director.

Note.—The following officers and persons have been authorized by the Director to grant licences under section 4 of the Act, namely :—

1 The Principal, Madras Veterinary College.

2 Lecturers at the Madras Veterinary College excluding the lecturers in Chemistry and Biology.

3 The Live-stock Development Officer . . . . . } If they are qualified in Veterinary science.
4 The Superintendent, Livestock Research Station Hosur. } If they are qualified in Veterinary science.

5 The Superintendent, Serum Institute.

6 All District Veterinary Officers.

7 All Veterinary Assistant Surgeons.

8 The Inspector of Livestock, Calicut (Forest department).

9 Assistant Veterinary Inspectors (Forest department).

4. *Certificate of castration.*—The certificate of castration contemplated in section 4 (1) of the Act shall be given in Form I.

5. *Prescribed age.*—A bull shall be deemed to have attained the prescribed age for the purposes of the Act and these rules if, in the opinion of the licensing officer, its two central permanent incisor teeth are fully grown.

6. *Application for licence.*—An application for a licence under section 4 of the Act shall be made separately in respect of each bull three months before it attains the prescribed age. The application shall be in writing and shall contain the following particulars, namely :—

(*a*) The name and address of the person keeping the bull ;

(*b*) the place at which the bull is kept ; and

(*c*) the breed, age, marks, colour, height and other identification marks, if any, of the bull.

7. *Inspection and grant of licence.*—On receipt of an application under rule 6, the licensing officer shall inspect the bull as soon as possible and shall grant a licence in Form II if, in his opinion, the bull does not appear to be—

(*a*) of defective or inferior conformation and consequently likely to beget defective or inferior progeny, or

(*b*) suffering from an incurable, contagious or infectious disease or from any other disease rendering the bull unsuitable for breeding purposes, or

(*c*) of a breed which it is undesirable to propagate in the district or part of the district in which it is kept.

8. *Issue of licence without application.*—If, in the course of his inspection, the licensing officer finds a bull which, in his opinion is suitable for breeding, and in respect of which an application for licence has not, however, been made, he may issue a licence in Form II in respect of such bull.

9. *Period of licence.*—The period for which a licence may be granted at a time shall not exceed three years.

10. *Identification of unsuitable bulls.*—For the purposes of identification, a bull castrated under section 8 (2), 12 (1) or 12 (2) (*a*) of the Act, shall be branded on the left cheek or neck with the letter "R" not smaller than 1½ inches by 1½ inches in size or tattooed on the inner side of the left ear with the same mark not less than ½ inch by ½ inch in size. If the castration is done by the licensing officer, the licensing officer shall himself get the animal branded or tattooed. If the owner of or other person keeping a bull makes his own arrangements for castrating the bull under section 8 (2) of the Act, it shall be the duty of such owner or other person to have the bull branded or tattooed in the manner stated above. In case a bull previously licensed and marked with the letter "L" is subsequently considered unsuitable for breeding purposes and castrated, it shall be marked with the letter "R" and when this is done, the mark "L" shall be deemed to have been cancelled.

11. *Marking of licensed bulls.*—A bull in respect of which a licence has been granted shall be tattooed inside the left ear with the letter "L" not less than ½ inch by ½ inch in size or branded on the left cheek with the same mark of a size not less than 1½ inches by 1½ inches.

12. *Renewal of licence.*—A licence granted in respect of a bull shall cease to be in force on the expiry of the period for which it is granted unless renewed by a licensing officer. In the absence of such a renewal, the bull shall be liable to be dealt with as an unlicensed bull. The holder of a licence desiring to renew the licence, shall submit it to the licensing officer concerned with an application in writing for its renewal at least one month before the date of expiry of the licence. On receipt of such an application, the licensing officer may by an endorsement on the licence renew it for a further period not exceeding three years having regard to the provisions of section 5 (1) of the Act. The licensing officer may at his discretion for good and sufficient reason condone delays in the submission of an application for renewal of a licence.

13. *Transfer of licence.*—The holder of a licence may, with the previous consent of the licensing officer, transfer the licence to any person who shall have become the keeper of the bull. On such transfer, the licensing officer shall make an endorsement on the licence stating the name of the person to whom the licence is transferred.

14. *Notice of revocation of licence.*—The notice of revocation of a licence given under section 5 (3) of the Act shall be in Form III.

15. *Issue of duplicate licence.*—When a licence granted in respect of a bull is lost or destroyed, the licensing officer may grant a duplicate of the original licence after satisfying himself that the original has been destroyed or lost, and thereupon all the provisions of the Act and of these rules in respect of the licence shall be applicable to the duplicate as if it were the original. A fee of 8 annas shall be payable for the issue of a duplicate licence under this rule.

16. *Castration.*—(1) The order of the licensing officer under section 7 of the Act requiring a person keeping a bull to submit it for inspection shall be in Form IV.

(2) The order of the licensing officer under section 8 (1) of the Act requiring a person keeping a bull to have it castrated shall be in Form V.

(3) The direction of the licensing officer under section 12 (1) of the Act for the castration of a bull shall be in Form VI.

(4) The direction of the licensing officer under section 12 (2) (*a*) of the Act for the castration of a bull shall be in Form VII.

(5) If a licensing officer is not satisfied with the castration of a bull, he may order the castration to be performed again in a manner approved by the Director.

17. *Period within which ownership of a seized bull should be proved.*—The period within which a person may appear before the licensing officer under section 12 (2) (*c*) of the Act to prove that a bull seized under clause (*a*) of that sub-section is owned by him shall be one month from the date of seizure.

18. *Minimum period of detention before sale in auction.*—A bull seized under section 12 (2) of the Act shall not be sold in public auction or sent to a pinjrapole or infirmary recognized by the Government in this behalf within a period of 14 days calculated from the date of seizure.

19. *Custody of the bull during detention.*—The licensing officer may entrust the custody of a bull seized under section 12 (2) (*c*) of the Act to the village officer, pending its sale by public auction or other disposal under the Act or these rules and the village officer shall keep the bull in the village cattle pound, if one exists, or, if there is no cattle-pound in the village, the village officer shall make his own arrangments for keeping the bull in custody.

20. *Responsibility of the village officer for feeding and watering the animal.*—A bull seized and entrusted to the custody of a village officer shall be treated by him in the same way as impounded cattle under the Cattle-trespass Act, 1871. He shall immediately prepare a receipt in triplicate in the same form as the one prescribed for impounded cattle of which one copy is to be given to the licensing officer and he shall also enter particulars of the bull in the register for impounded cattle maintained by him. The village officer shall be responsible for the proper maintenance of the bull until it is disposed of in accordance with the provisions of the Act or these rules.

21. *Report to the Station-house Officer.*—If in respect of any bull in the custody of a village officer, no claim supported by an order of the licensing officer under section 12 (2) (*c*) of the Act is made within seven days from the date of its seizure, the village officer shall prepare a report in the form prescribed for a similar purpose in the case of impounded cattle, in triplicate and send the outer-foil to the nearest Station-house Officer, or to such other officer as the District Magistrate may appoint in this behalf.

22. *Notice and proclamation to be issued by the Station-house Officer.*—As soon as the report is received from the village officer, the officer receiving it shall display in a conspicuous part of his office a notice stating—

(*a*) the description of the bull,
(*b*) the place where it was seized, and
(*c*) the place where it is kept in custody, and

shall cause proclamation of the same to be made by beat of drum in the village and at the market place nearest the place of seizure.

23. *Release of animal on claim during the notice period.*—If the owner or his agent appears and claims the bull and the claim is supported by an order of the licensing officer under section 12 (2) (*c*) of the Act before it is brought over from the pound or other place of custody he shall be referred to the village officer, but, if the bull has already been received for sale, it shall be delivered to the owner or his agent on payment of all costs, charges and expenses incurred for its maintenance. When the claim is made to the village officer, he shall deliver the bull to the owner or his agent on payment of the costs, charges and expenses incurred for its maintenance and he shall simultaneously intimate the fact of such delivery to the officer to whom the report has already been sent and shall also make a note of it in the register of impounded cattle.

24. *Sale of animal.*—If the bull be not claimed within seven days from the date of the notice, the said officer or an officer of his establishment deputed for the purpose shall sell it by public auction at such place and time and subject to such conditions as the District Magistrate may, by general or special order from time to time, direct :

Provided that if the owner or his agent appears and claims the bull before it is sold and the claim is supported by an order of the licensing officer under section 12 (2) (*c*) of the Act, it shall be delivered to the owner or his agent on payment of all costs, charges and expenses incurred for its maintenance :

Provided further that, if any such bull, in the opinion of the District Magistrate is not likely to fetch a fair price, if sold as aforesaid, it may be sent to a pinjrapole or an infirmary recognized by the Government in this behalf.

25. *Costs, charges and expenses to be deducted from sale-proceeds and balance to be handed over to owner.*—If the bull is claimed but the costs, charge and expenses incurred for its maintenance are neither paid nor deposited within the time specified for sale, the bull shall be sold by public auction. The proceeds of the sale of the bull after deducting therefrom the costs, charges and expenses incurred for the maintenance and sale of the bull shall be paid to the owner after obtaining his written receipt.

An account in the following form shall also be furnished to the

(*a*) the description of the bull seized.
(*b*) The period for which it was in custody.

(c) The amount of costs, charges and expenses incurred for the maintenance and sale of the bull.

(d) The proceeds of the sale.

(e) The manner in which the said proceeds have been disposed of.

26. *Owners' claim after sale.*—No claim for the sale-proceeds of the bull shall be entertained unless it is preferred within one month from the date of sale of the bull by public auction. If the claim is made within the time aforesaid, the proceeds of the sale of the bull after deducting therefrom the costs, charges and expenses incurred for the maintenance and sale of the bull shall be paid to the owner after obtaining his written receipt.

27. *Determination of costs, charges and expenses of maintenance.*—(1) The costs, charges and expenses for the maintenance of a bull shall include—

(i) the transport charges and coolie hire for conveying the bull from the place of seizure to the place of detention and thence to the place of sale; and

(ii) feeding, watering and other incidental charges incurred while the bull is under detention.

(2) The costs, charges and expenses of sale of a bull shall include the expenses incurred in connexion with any notice, requisition or order issued or proclamation made in connexion with the sale or attempted sale.

28. *Duties of the licensing officer.*—The castration under section 12 (1) or 12 (2) (a) of the Act shall be performed or caused to be performed by the licensing officer.

29. *Power of the licensing officer to enter premises.*—While acting under the provisions of section 13 of the Act, the licensing officer or any officer or person authorized by him in this behalf shall before entering such premises or place, give notice of entry in writing to the owner or occupier of such premises or place in Form VIII. No entry shall be made between the hours of sunset and sunrise. The licensing officer or other officer or person aforesaid shall, as far as practicable, be accompanied by the person who keeps the bull, at the time of entry or failing him, the village magistrate, or a revenue or police officer.

The licensing officer may break open any outer or inner door or window of any building or place where he believes the bull has been kept, if after notification of his authority and purpose and demand of admittance duly made, he cannot otherwise obtain admittance.

30. *Enquiry before seizure.*—Before seizing a bull, the licensing officer may cause a summary enquiry to be made as to the ownership of the bull by a committee consisting of the village officers or one of them and such other residents of the village not exceeding three in number as may be appointed by the licensing officer in this behalf.

31. *Service of notices and orders.*—(1) When any notice or order is required to be given under the Act or under these rules, such notice or order shall, when no particular method is provided or indicated in the Act or these rules, be given—

(a) by giving or tendering the notice or order to such person; or

(*b*) if such person is not found, by leaving such notice or order at his last-known place of abode or business, or by giving or tendering the same to some adult member or servant of his family ; or

(*c*) if such person does not reside in the local area and his address elsewhere is known to the officer or person issuing the notice or order by sending the same to him by post, registered ; or

(*d*) if none of the means aforesaid be available, by affixing the same in some conspicuous part of such place or abode or business.

(2) In the case of joint owners, it shall be sufficient to serve the notice or order on, or send it to, one of such owners.

32. *Appeals.*—Any person feeling aggrieved by any notice or order issued under the Act or under these rules by any officer other than the Director of Animal Husbandry may prefer an appeal against such notice or order, at any time within thirty days from the date of service thereof—

(*a*) if the notice or order is issued by a Veterinary Assistant Surgeon, to the District Veterinary Officer having jurisdiction over the area ; and

(*b*) in other cases to the Collector.

The appeal shall be in writing and may be preferred by the appellant in person or by an agent personally acquainted with the circumstances or sent by post or messenger.

33. *Disposal of appeals.*—If on examination of the appeal the appellate authority sees reason to believe that the appellant's complaint is well founded, he shall summon the party against whose notice or order the appeal is preferred and shall proceed to make a summary enquiry into the case. If the notice or order appealed against is adjudged illegal, irregular or unjustifiable the officer may cancel, modify or stay such notice or order and shall furnish the licensing officer and the Director with a copy of his order stating his reasons.

34. Whoever commits a breach of any of these rules shall be punishable with fine which may extend to fifty rupees.

FORM I.

(*See* rule 4.)

Certificate of castration.

Certified that I have examined the bull described in the margin* and owned by and found to have been effectively castrated by a method and in a manner approved by the Director and is incapable of propagating its kind.

* *Description of bull.*
Breed.
Colour.
Age.
Identification mark.

Place
Date

Signature
Designation

FORM II.

(*See* rules 7 and 8.)

Licence to keep a bull.

Sri
Srimathi
Mr. of
Mrs.
Miss

is hereby granted a licence, subject to the provisions of the Madras Livestock Improvement Act, 1940, and the rules made thereunder for keeping the bull described below for breeding purposes in the village of taluk district for the period from to both days inclusive, subject always to the terms, conditions and restrictions hereinafter mentioned, namely :—

(1) The licence-hoder shall inform the licensing officer of any illness, defect or deformity which is likely to render the bull unsuitable for breeding purposes.

(2) The licence-holder shall give the benefit of the service of the bull to the cows of the village in which the bull is kept in preference to cows of other villages.

(3) The licence-holder shall give to the licensing officer all information regarding the services rendered by the bull during the period of the licence.

(4) The licence-holder shall give intimation to the licensing officer in the event of death of the licensed bull, or when it is sold or otherwise transferred to another person.

N.B.—The licence will be revoked if there is a breach of any of the terms or conditions thereof or if it was granted under circumstances of which the licensing officer was not aware at the time of granting the licence.

Licence No.
Breed.
Age.
Colour.
Height.
Marks of identification.
Other particulars, if any.

Place
Date *Licensing Officer.*

FORM III.

(*See* rule 14.)

Notice of revocation of licence.

To
Residing at ....

*Description of bull.
Breed.
Age.
Marks of identification.
Station.

Whereas it has come to my notice that you keep the bull described in the margin* in respect of which a licence was granted to you on and whereas I am of opinion.

(*a*) that the bull appears to be † or

† NOTE.—The reasons mentioned in section 5 (1) (*a*), (*b*) or (*c*) of the Act to be mentioned here.

(*b*) that the licence was granted under circumstances of which the licensing officer was not aware at the time of granting the licence, viz. (here describe the circumstances), or

(*c*) that there has been a breach of the conditions of the licence inasmuch as (here describe the act resulting in the violation of the condition).

I have under section 5 of the Madras Livestock Improvement Act, 1940, revoked the licence and I give you notice of the said revocation as required by section 5 (3) of the said Act, and hereby call upon you to surrender the said licence to me within a week from the date of this notice. An appeal against this notice may, if so desired, be preferred to the within thirty days from the date of the service thereof.

Dated this day

Licensing Officer.

FORM IV.

(*See* rule 16.)

Order under section 7 of the Madras Livestock Improvement Act, 1940.

To

**Description.*
Breed.
Colour.
Age.
Identification marks.

Whereas it has been made to appear to me that you keep the bull described in the margin.*

Now therefore in exercise of the powers conferred by section 7 of the Madras Livestock Improvement Act, 1940 (Madras Act XV of 1940), I hereby require you to submit it for inspection by me / deputed by me between the hours of for the purpose on the day of 19 . at † village taluk district, and to render all reasonable assistance in connexion with such inspection to me / the officer deputed .

Dated this day of

Licensing Officer.

† The place where the bull is kept for the time being or any other *reasonable* place should be specified.

FORM V.

(*See* rule 16.)

Order under section 8 (1) *of the Madras Livestock Improvement Act,* 1940.

To

**Description.*
Breed.
Colour.
Age.
Identification marks.

Whereas it has been made to appear to me that you keep the bull described in the margin* which, in my opinion, has attained the prescribed age, namely, and in respect of which no licence is for the time being in force under the Madras Livestock Improvement Act, 1940 (Madras Act XV of 1940).

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 8 of the said Act, I hereby require you to have the said bull castrated within one month from the date of the service of this order by the method and in the manner described below :—

Method—

Manner—

Your attention is drawn to section 11 of the Madras Livestock Inprovement Act, 1940, under which a person who neglects or fails to comply with an order served under section 8 is punishable with fine which may extend to fifty rupees and in the case of a second or any subsequent offence with fine which may extend to one hundred rupees.

An appeal against this order may if so desired be preferred to the within thirty days from the date of the service thereof.

Dated this day of

Licensing Officer

FORM VI.

(*See* rule 16.)

Direction under section 12 (1) *of the Madras Livestock Improvement Act*, 1940.

To

*Description.
Breed.
Colour.
Age.
Identification marks.
Name.

Whereas it has been made to appear to me that you keep the bull described in the margin* and

† that you have nuglected or failed to submit it for inspection as required in my order under section 7 of the Madras Livestock Improvement Act, 1940 (Madras Act XV of 1940),

† that you have neglected or failed to have it castrated as required in my order under section 8 of the Madras Livestock Improvement Act, 1940 (Madras Act XV of 1940).

† Omit clause not required.

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 12 of the said Act, I hereby direct that the said bull shall be castrated by the method and in the manner described below and marked with the prescribed mark in the prescribed manner.

Method—

Manner—

An appeal against this direction may, if so desired, be preferred to the within thirty days from the date of the service thereof.

Dated this day of

Licensing Officer.

FORM VII.

(*See* rule 16.)

Direction under section 12 (2) (*a*) *of the Madras Livestock Improvement Act*, 1940.

Description of bull and name, if any.

Whereas I am of the opinion that the bull described in the margin and seized under section 12 (2) (*a*) of the Madras Livestock Improvement Act (Madras Act XV of 1940) has attained the prescribed age, namely, and is unsuitable for breeding purposes on the following ground, namely :—

The bull is of defective or inferior conformation and consequently likely to beget defective or inferior progeny,

or

The bull is suffering from an incurable contagious or infectious disease or from any other disease rendering it unsuitable for breeding purposes,

or

The bull is of a breed which it is undesirable to propagate in the district or in the part of the district in which it is kept.

Now, therefore, in exercise of the powers conferred by section 12 (2) (*a*) of the said Act, I hereby direct that the said bull shall be castrated by the method and in the manner described below and marked with the prescribed mark.

Method—

Manner—

Dated this day of

Licensing Officer.

FORM VIII.

(*See* rule 29.)

Notice of entry into premises.

To

Whereas I have reason to believe that you have kept on your premises/places a bull/bulls I hereby give you notice that I shall enter your premises/place on between for the purpose of inspecting the said bull/bulls; you are hereby warned to keep the bull/bulls ready for inspection and not to remove the bull/bulls on the aforesaid date from the premises/place until it is/they are inspected by me.

Dated this day of

Licensing Officer.

APPENDIX A (7) (i).

(*See* paragraph 255.)

LIVESTOCK IMPORTATION ACT (INDIA ACT IX OF 1898).

An Act to make better provision for the regulation of the importation of livestock.

WHEREAS it is expedient to make better provision for the regulation of the importation of livestock which is liable to be affected by infectious or contagious disorders ; it is hereby enacted as follows :—

1. (1) This Act may be called the Livestock Importation Act, 1898 ;

(2) It extends to the whole of India ; and

(3) It shall come into force at once.

2. In this Act, unless there is anything repugnant in the subject or context,—

(*a*) the expression "infectious or contagious disorders" includes tick-pest, anthrax, glanders, farcy, scabies and any other disease or disorder which may be specified by the Governor-General in Council by notification in the *Gazette of India* ; and

(*b*) "livestock" includes horses, kine, camels, sheep and any other animal which may be specified by the Governor-General in Council by notification in the *Gazette of India*.

3. (1) The Governor-General in Council may, by notification in the *Gazette of India*, regulate, restrict or prohibit, in such manner and to such extent as he may think fit, the bringing or taking, by sea or land, into India or any specified place therein, of any livestock which may be liable to be affected by infectious or contagious disorders, and of any fodder, dung, stable-litter, clothing, harness or fittings appertaining to livestock or that may have been in contact therewith.

(2) A notification under sub-section (1) shall operate as if it had been issued under section 19 of the Sea Customs Act VIII of 1878, and the officers of customs at every port shall have the same powers in respect of any livestock or thing, with regard to the importation of which such a notification has been issued, and the vessel containing of any article the importation of which is regulated, restricted or prohibited by the law relating to sea customs and the vessel containing the same ; and the enactments for the time being in force relating to sea customs or any such article or vessel shall apply accordingly.

4. (1) The Local Government may, subject to the control of the Governor-General in Council, make rules for the detention, inspection, disinfection, or destruction of imported livestock, and of fodder, dung, stable-litter, clothing, harness or fittings appertaining to imported livestock or that may have been in contact therewith, and for regulating the powers and duties of the officers whom it may appoint in this behalf.

(2) In making any rule under this section the Local Government may direct that a breach thereof shall be punishable with fine which may extend to one thousand rupees.

5. No suit, prosecution or other legal proceeding shall lie against any for anything in good faith done or intended to be done under this Act.

APPENDIX A (7) (ii).

NOTIFICATIONS.

(UNDER THE LIVESTOCK IMPORTATION ACT.)

I. GOVERNMENT OF INDIA, DEPARTMENT OF EDUCATION, HEALTH AND LANDS, NOTIFICATION No. F. 32–12 (13)/44-A, AGRICULTURE, REPUBLISHED IN G.O. Ms. No. 5258, DEVELOPMENT, DATED 13TH DECEMBER 1944—R. DIS. No. 6311–II/44.

In pursuance of clause (*a*) of section 2 of the Livestock Importation Act, 1898 (IX of 1898), and in supersession of all previous notifications on the subject, the Central Government is pleased to specify the following diseases as infectious or contagious disorders for the purposes of the said Act, with effect from the 1st October 1944, namely :—

Epizootic Lymphangitis.

Ulcerative Lymphangitis.

Dourine.

South African Horse sickness.

East Coast fever.

Contagious bovine pleuro-pneumonia.

Tuberculosis.

Johne's disease.

Bang's disease.

NOTE.—These diseases are in addition to those mentioned in clause (*a*) of section 2 of the Livestock Importation Act IX of 1898.

(Government Memorandum No. 1876-LI/45–2, Development, dated 26th January 1945.)

II. GOVERNMENT OF INDIA, DEPARTMENT OF EDUCATION, HEALTH AND LANDS, NOTIFICATION No. F 32–12 (14)/44-A, AGRICULTURE, REPUBLISHED IN G.O. Ms. No. 5258, DEVELOPMENT, DATED 13TH DECEMBER 1944.

In pursuance of clause (*b*) of section 2 of the Livestock Importation Act, 1898 (IX of 1898), and in supersession of all previous notifications on the subject, the Central Government is pleased to specify with effect from the 1st October 1944 the following animals as Livestock for the purposes of said Act, namely :—

Mules, asses, bulls, bullocks, buffaloes, goats and swine.

NOTE.—These animals are in addition to those mentioned in clause (*b*) of section 2 of Livestock Importation Act IX of 1898.

(Government Memorandum No. 1876-LI/45–2, Development, dated 26th January 1945.)

III. GOVERNMENT OF INDIA, MINISTRY OF FOOD AND AGRICULTURE, NOTIFICATION No. F. 10-26/51-L, DATED 19TH/21ST DECEMBER 1951.

(Government endorsement No. 139318-E/51-1, Development, dated 26th December 1951 ; D. Dis. No. 10043–II/51.)

In exercise of the powers conferred by sub-section (1) of section 3 of the Livestock Importation Act, 1898 (IX of 1898), and in supersession of all previous notifications on the subject, the Central Government is pleased to prohibit with immediate effect the bringing by sea of any livestock from any places outside the Provinces of India to any place in the Provinces of India other than the ports of Bombay, Calcutta, Madras and Cochin.

APPENDIX A (7) (iii).

THE MADRAS LIVESTOCK (IMPORT) QUARANTINE RULES, 1944.

[Government of Madras notification issued in G.O. Ms. No. 3039, development, dated 12th July 1944. (R. Dis. No. 2293-A/20, No. 5278–II/43 and G.O. No. Ms. 1929, Development, dated 19th April 1948; R. Dis. No. 1801-II/48.]

NOTIFICATION.

In exercise of the powers conferred by section 4 of the Livestock Importation Act, 1898 (IX of 1898), and in supersession of the rules providing for the quarantining of cattle imported from other countries without valid certificates of health, published with Revenue Department Notification No. 288, G.O. No. 2195, Revenue, dated the 7th September 1920, at pages 1159 to 1161 of Part I of the *Fort St. George Gazette*, dated the 14th September 1920, and at pages 1252 to 1254 of the *Fort St. George Gazette*, dated the 5th October 1920, His Excellency the Governor of Madras is hereby pleased to make the following rules :—

Rules.

1. *Short title and commencement.*—(i) These Rules may be called the Madras Livestock (Import) Quarantine Rules, 1944.

(ii) They shall come into force on 1st October 1944.

2. *Definition.*—In these rules, unless there is anything repugnant in the subject or context—

(*a*) " Carcass " means the carcass of livestock and includes part of a carcass, and the flesh, bones, skin, hoofs, offal or other part of any dead livestock separately or otherwise or any portion thereof ;

(*b*) " Diseased " means suffering from any infectious or contagious disorder.

(*c*) " Imported " means brought by sea into Madras from any place outside India ;

(*d*) " Importer " means the person in whose name the bill of lading is made out ;

(*e*) " Quarantine " means detention and segregation of livestock newly landed from on board a ship for observation and testing or in order to keep such livestock apart from other livestock for the prescribed period ;

(*f*) " Valid certificates " means certificate issued in respect of livestock imported from a country specified in Schedule I hereto annexed granted within thirty days immediately prior to the embarkation of the livestock, and shall contain a statement signed by the authority prescribed in the said schedule to the effect that the livestock was examined and found to be free from all symptoms of the diseases listed in Schedule II hereto annexed and in the case of the diseases listed in Scheduel III hereto annexed that the livestock was subjected to the test specified therein with a negative result within thirty days immediately prior to embarkation ;

(*g*) " Veterinary Officer " means any officer generally or specially authorized by the State Government to perform all or any of the duties prescribed in these Rules.

3. The master or officer in charge of a vessel in which livestock is being imported—

(i) shall on entering port hoist the N flag under the ensign for the information of the Veterinary Officer, and shall keep it flying until the signal is suitably acknowledged ;

(ii) shall inform the pilot that livestock is on board ;

(iii) shall allow the Veterinary Officer full facilities for inspecting the livestock on board and the places where they have been quartered ;

(iv) shall furnish the Veterinary Officer with such detailed information as he may require as to—

(*a*) the numbers and kinds of livestock originally taken on board ;

(*b*) the place or places at which the livestock was taken on board ;

(*c*) the names and addresses of the persons to whom the livestock is consigned ;

(*d*) the occurrence of any infectious or contagious disorder among the livestock during the voyage ;

(*e*) the occurrence of any deaths among the livestock during the voyage and the causes or suspected causes of such deaths ;

(v) shall not permit the landing of any livestock or of any fodder, dung, stable-litter, clothing, harness or fitting which have been in contact with or appertain to such livestock until the Veterinary Officer has made his inspection, and then only in accordance with such direction as the Veterinary Officer may under these Rules be authorized to give.

4. On receiving intimation that livestock is aboard any vessel entering port, the Veterinary Officer shall without delay go on board the vessel and inspect the livestock and the places therein where the livestock has been quartered.

5. The Veterinary Officer may order the detention in quarantine of any imported livestock, provided that livestock accompanied by a valid certificate shall not be liable to detention in quarantine unless an outbreak of an infectious or contagious disorder or any death has occurred among the livestock on board the ship during the voyage to India, and provided further that any livestock which at the time of importation is the property of any Government in India or which has been imported in accordance with instructions given by a Government Department on whose authority livestock is imported and has been certified by an officer of the Royal Army Veterinary Corps or Indian Commissioned Officer of the Indian Army Veterinary Corps to be free from disease shall not be liable to detention in quarantine. The decision of the Veterinary Officer regarding the validity of any certificate shall be final subject to the right of appeal provided in rule 20.

6. *Detention in quarantine.*—The period of quarantine may at the discretion of the Veterinary Officer extend to a period not exceeding 90 days and the livestock may be detained in quarantine at such place or in such manner as that officer may direct.

7. *Removal to quarantine.*—All livestock ordered under rule 5 to be detained in quarantine shall be removed from the vessel by the importer or person in charge of the livestock at such time and in such manner as the Veterinary Officer may direct and taken to the place of quarantine by the importer.

8. *Control of animals in quarantine*—All livestock detained in quarantine shall be under the entire control of the Veterinary Officer.

9. *Payment of charges.*—All expenses in connection with the landing from the vessel and removal to quarantine of the livestock including the payment of customs dues and port dues and all expenses incurred in feeding the livestock in quarantine shall be borne by the importer, owner or person in charge.

10. *Treatment of diseased animals.*—Any imported livestock which the Veterinary Officer finds to be diseased shall if he so directs be destroyed and the carcass buried or cremated and no compensation shall be paid to the importer, owner or person in charge thereof.

11. *Disposal of litter, etc., of diseased livestock.*—All fodder, dung, stable-litter, clothing, harness or fitting that may have been in contact with or appertaining to diseased livestock shall be disposed of as the Veterinary Officer may direct. The value of any clothing, harness or fitting not returned to the importer, owner or person in charge, after disinfection and of which the sale may be permitted shall be refunded to the importer, owner or person in charge after deducting all charges due from him.

12. *Disinfection.*—(1) The Veterinary Officer may by notice require the master or officer in charge of any vessel on which any livestock have been imported to have the vessel disinfected within such time and in such manner as the notice may specify.

(2) The Veterinary Officer may examine the vessel to satisfy himself that such disinfection has been properly carried out, and the master or officer in charge of the vessel shall afford him all reasonable facilities for making such examination and shall comply with such further requirements as the Veterinary Officer may, on making such examination, think fit to give to secure the full and proper disinfection of the vessel.

13. *Payment of quarantine charges.*—In respect of every head of livestock detained in quarantine the importer, owner or person in charge shall deposit within ten days of the landing of such livestock the sum of Rs. 50 with the Veterinary Officer and a further sum of Rs. 50 after the expiry of 30 days from the date of landing. The amount charged for keep and maintenance shall ordinarily be at the following rates unless the Veterinary Officer orders otherwise :—

	RS.	A.	P.	
Horses	2	0	0	per diem.
Asses or mules	1	8	0	per diem.
Bulls, cows, bullocks, sheep, goats or swine ..	1	0	0	per diem.

If special diet, medical attendance or test is necessary, the actual cost incurred shall be paid by the importer, owner or person in charge. If permission to feed the livestock is given to the importer, owner or person in charge the quarantine fees shall be at the rate of annas eight *per diem* for each head of livestock.

14. *Release from quarantine.*—Livestock detained in quarantine shall not be released except with the permission of the Veterinary Officer which shall not be granted until the livestock is certified to be free from diseases and all charges incurred in connection with its detention had been paid.

15. *Sale on default of payment of charges.*—In default of payment of charges due on account of any livestock, such livestock shall be sold by public auction and the charges shall be deducted from the amount realized and the balance paid to the importer, owner or person in charge.

16. *Sale of unclaimed livestock.*—If any livestock is not removed by the importer, owner or person in charge within seven days of the issue of a notice to that effect signed by the Veterinary Officer, such livestock shall be sold by

public auction and the proceed shall, after deducting the charges due incurred in connection with the detention of such livestock, be paid to the importer, owner or person in charge.

17. *Certificate of freedom from disease.*—The importer, owner or person in charge, on payment of a fee of Rs. 25 or Rs. 5 per head of livestock, whichever is greater, shall be entitled on demand to a certificate to the effect that the livestock has been subjected to the required test and has been found free from the diseases specified in Schedule III.

18. *Delivery of orders or notices.*—All orders or notices under these Rules may be delivered at the last known residence or place or business of the person to whom they are directed or on board the vessel on which he had entered the port, or may be sent by registered post to that address and in that case shall, in the absence of proof to the contrary, be deemed to have been duly served.

19. *Penalty.*—Any person guilty of a breach of any of the Rules shall be punishable with fine which may extend to one thousand rupees in respect of each such breach.

20. *Appeal.*—An appeal from an order passed by the Veterinary Officer under any of these rules other than rule 10 shall lie to the Director of Animal Husbandry within a period of seven days from the date of such order. Any order of the Director of Animal Husbandry passed on such appeal may be reviewed by the State Government.

SCHEDULE I.

(*See* rule 2.)

Countries from which valid certificates shall be accepted.

Serial number.	*Countries.*	*Authorities.*
1	United Kingdom	Any Veterinary Surgeon approved by Government.
2	Irish Free State	Do.
3	Canada	Permanent Inspectors of the Health of Animals Branch of the Federal Department of Agriculture.
4	Ceylon	Government Veterinary Surgeon, Colombo.
5	Union of South Africa	Qualified Veterinary Surgeon approved by the Union of South Africa, Veterinary Department.
6	Australia	Veterinary Inspectors of the Stock Branch of the Department of Agriculture of the various territories of the Commonwealth.
7	Egypt	Government Veterinary Surgeon.
8	United States of America ..	Any Veterinary Surgeon approved by Government.
9	New Zealand	Veterinary Inspectors of the Agriculture Department.
10	Kenya Colony	Government Veterinary Surgeon.
11	Straits Settlements	Do.

SCHEDULE II.

(*See* rule 2.)

Name of the diseases.

Animal.	*English.*	*German.*	*French.*	*Italian.*	*Spanish.*
(1)	(2)	(3)	(4)	(5)	(6)
A. Horses, Asses and Mules.	1. Epizootic Lymphangitis.	Epizootische Lymphgefassentzundung.	Lymphangite epizootique.	Farcine di Nareli ..	Linfangitis epizootica.
	2. Ulcerative Lymphangitis.	Geschwurige	Lymphangite ..	Not known ..	Not known.
	3. Dourine (Mal Decois) ..	Lymphgefassentzundung ..	Ulcereuse	..	..
	4. South African Horse sickness (*a*).	Afrikanische Pferdesterbe ..	Peste Du Cheval ..	Peste equina. ..	Not known.
	5. Tick Pest (*b*) (*c*) ..	Not known	Not known ..	Not known ..	Do.
	6. Equine infectious anaemia.	Do.	Do. ..	Do. ..	Do.
	7. Mal de Oaderas (*d*) ..	London-oder Huftenkrankheit.	Flagellose Parosiante.	Do. ..	Peste de cadeiras.
	8. Equine Influenza ..	Pferdestaupe	Influenza Catarrhalis.	Do. ..	Not known.
B. Bulls, Cows, Bullocks and Buffaloes.	1. East Coast Fever ..	Ostafrikanisches Kustenfieber.	Fievre Cotiers ..	Do. ..	Not known.
	2. Contagious bovine pleuropneumosis (*a*).	Lungenseuche der Rinder ..	Peripneumonie contagieuse.	Pleuro Polmonite essudative.	Pleure Pneumonia.
	3. Ticket Pest (*b*) (*c*) ..	....	..	..	..
	4. Malignant Cattarrahal Fever.	....	..	..	..
C. Sheep ..	1. Tick Pest (*b*) (*c*)	Not known	Not known ..	Not known ..	Not known.
	2. Heartwater (*a*)	Do.	Do. ..	Do. ..	Do.
	3. Blowfly Strike	Do.	Do. ..	Do. ..	Do.
	4. Blue Tongue in sheep (*a*).	Do.	Do. ..	Do. ..	Do.
	5. Aujeszky's disease ..	Do.	Do. ..	Do. ..	Do.

D. Swine ..	1. Swine fever	Schweinecholera	Peste du porc ..	Cholera dei sulni ..	Do.
E. Poultry ..	1. Fowl plague	Geflugelpest	Peste aviaire ..	Not known ..	Do.
	2. Fowl tphoid	Do.	Typhose aviarie ..	Do. ..	Do.
	3. Avian leucosis (e) ..	Not known	Not known ..	Do. ..	Do.
F. Parrots, pigeons and poultry.	Psittacosis	Do.	Do. ..	Do. ..	Do.
G. Dogs ..	1. Aujeszky's disease ..	Not known	Not known	Not known ..	Not known.
	2. Leptospira icterohaemorphagic infection.	Do.	Do. ..	Do. ..	Do.

(a) Applicable only to animals imported from Africa.
(b) Refers to infestation with parasitic tic.s of any species.
(c) Applicable only to anim ils imported from Africa and Qneensland.
(d) Applicable only to animals imported from South Africa.
(e) The certificate in this case shall state that the birds imported are from strains of poultry which are free from this disease.

SCHEDULE III.

Name of the disease.

Animal. (1)	*English.* (2)	*German.* (3)	*French.* (4)	*Italian.* (5)	*Spanish.* (6)	*Tests.* (7)
Horses, asses and mules.	1. Glanders (*a*)	Tautwarm	Farcin	Farcine	Not known	Mallein test.
	2. Tuberculosis	Francesenkranheit.	Pommeliere	Malattia gla	Do.	Tuberculin test.
Bulls, cows, bullocks and buffaloes.	Johne's disease.	Not known	Not known	Not known	Do.	Avian Tuberculin or Johnin test.
	3. Bang's disease	Seuchenhaftes Vavwenfen.	Avortement epizootique.	Aborto enzootico.	Do.	Agglutination test.
Sheep and goats.	1. Tuberculosis	Franzosen - Krankheit.	Pommeliere	Mallattia Glandolare.	Do.	Tuberculin test.
	2. Johne's disease	Not known	Not known	Not known	Do.	Avian tuberculin or Johnin test.
	3. Bang's disease	Seuchenhaftes Vavwenfen.	Avortement epizootique.	Aborto enzootico.	Do.	Agglutination test.
Swine	1. Tuberculosis	Franzosen Kranheit.	Pommeliere	Malattia Glandolare.	Do.	Tuberclosis test.
	2. Bang's disease	Not known	Not known	Not known	Do.	Agglutination test.
Poultry	1. Bacillary white diarrhoea.	Kurkenruhr	Diarrhoea blanche des porissins.	Do.	Do.	Do.
	2. Tuberculosis	Geflugeluberkulose.	Tuberculose aviare.	Do.	Do.	Tuberculine test.
Dogs	Tuberculosis	Franzosen Krankheit.	Pommeliere	Malattia glandore.	Do.	Do.

(*a*) Animals imported from Australia or New Zealand will be exempted from Mallein test.

(*b*) Sheep and goats imported from Australia are exempted from Tuberculin Johnin or Brucell Agglutination test. A certificate by the Veterinary Inspector of the Stock Branch of the Department of Agriculture in territory concerned on the Commonwealth of Australia to the herds from which animals are derived are free from diseases shall be required.

GOVERNMENT OF MADRAS NOTIFICATION ISSUED IN G.O. Ms. No. 1852, DEVELOPMENT, DATED 21st APRIL 1953.

(D.Dis. No. 8101-II/52.)

In exercise of the powers conferred by clause (*g*) of rule 2 of the Madras Livestock (Import) Quarantine Rules, 1944, and in supersession of Development Department Notification No. 1039, dated 21st August 1944, published at page 715 of Part I of the *Fort St. George Gazette*, dated 29th August 1944, the Governor of Madras hereby authorizes the officers mentioned in column (1) of the schedule below to perform the duties of a Veterinary Officer specified in the corresponding entry in column (2) thereof :—

SCHEDULE.

(1)	(2)
District Veterinary Officer, Madras	All the duties prescribed in the said rules.
Any Veterinary Assistant Surgeon deputed by the District Veterinary Officer, Madras, in this behalf.	Duties prescribed in rule 4 and sub-rule (2) of rule 12 of the said rules.

GOVERNMENT OF MADRAS, ORDER Ms. No. 122, DEVELOPMENT, DATED 7th JANUARY 1949.

(R. Dis. No. 5865-II/47.)

Under rule 2 (*g*) of the Madras Livestock (Import) Quarantine Rules, 1944, His Excellency the Governor of Madras hereby appoints—

(i) the District Veterinary Officer, Calicut, as the Veterinary Officer to perform all the duties prescribed in the said rules, and

(ii) the Veterinary Assistant Surgeon in charge, Veterinary Hospital, Calicut, as the Veterinary Officer to perform the duties prescribed in rules 4 and 12 (2) of the said rules,

so far as the port of Calicut is concerned.

APPENDIX A (8).

[*See* paragraph 258 (2).]

REGULATIONS OF COUNTRIES WHICH IMPORT ANIMALS, ETC., FROM INDIA.

I. GOVERNMENT OF THE UNION OF SOUTH AFRICA—NOTICE NO. 1910, DATED 29TH NOVEMBER 1940, OF THE GOVERNMENT OF UNION OF SOUTH AFRICA, DEPARTMENT OF EXTERNAL AFFAIRS.

Pretoria importation and movement of products derived from animal carcasses.

His Excellency the Governor-General has been pleased under the powers vested in him by section 23 of the Diseases of Stock Act, 1911 (Act No. 14 of 1911), as amended by the Diseases of Stock Amendment Act, 1940 (Act No. 17 of 1940), to make the following regulations :—

1. Save as is otherwise provided in the Fertilizers, Farm Foods, Seeds and Pest Remedies Act, 1917 (Act No. 21 of 1917), and the regulations framed thereunder from time to time, no person shall import into the Union any product derived from an animal carcass or any article containing any such product, unless on such importation there is produced to the principal veterinary officer a certificate signed by a veterinarian or other qualified official of the country of origin duly authorized thereto by the Government of that country that such product or article has been sterilized and is free from Bacillus anthracis and organizms of the gas-gangrene type.

2. Every such product or article shall on arrival in the Union be detained at the port of entry until such time as the principal veterinary officer has authorized its release.

3. Any customs or other authorized officer may take samples of any such product or article for examination if the principal veterinary officer so directs.

4. For the purpose of the foregoing regulations "product" shall mean bones, bonemeal, bonedust, boneflour, hoofs, hoofmeal, horns, hornmeal, bloodmeal, meatmeal, animal hair and bristles.

[Government Endorsement No. 8006-G/42, Development, 3rd March 1942.].

(R. Dis. No. 1602-II/42.)

II. GOVERNMENT OF AUSTRALIA—AUSTRALIAN QUARANTINE ACT—REGULATION, PART VI.

Importation of hides and skins.

71. Except as provided in the next three succeeding regulations, all imported hides and skins (other than fish skins, reptile skins, and furred skins) shall be disinfected with a disinfectant solution under the supervision of a quarantine officer.

72. (1) Hides and skins (other than fish skins, reptile skins, and furred skins) imported from any country (being the country or origin of those hides or skins) except New Zealand, Fiji, Norfolk Island, Western Samoa, New Caledonea

or New Hebrides, and in respect of which the following documents have been delivered to the Chief Quarantine Officer, shall not be required to comply with the provisions of the last preceding regulation :—

(*a*) A declaration by the owner of consigner made in the country of origin before a magistrate, if that country is within the United Kingdom or is a British possession, and, if that country is not within the United Kingdom and is not a British possession, before a British Consul or British Official resident, stating—

(i) that the consignment does not contain any hide or skin taken from an animal which died by any means other than slaughter ; and

(ii) That either the hides or skins were derived from animals killed by slaughter for human consumption and submitted to antimortem and post-mortem veterinary inspection and were not derived from any animal which has suffered from or died from anthrax, foot and mouth disease, rinderpest or other epizootic diseases or that the hides or skins are from animals killed by slaughter and have been immersed for twenty-four hours in a solution of one part of per-chloride of mercury in one thousand parts of water or in a solution of fifty parts of carbolic acid in one thousand parts of water ; and

(*b*) a certificate by a Government Veterinary Surgeon in the country of origin that he has made due inquiry and has no reason to doubt the truth of the declaration referred to in paragraph (*a*) of this regulation.

Note for the guidance of the staff.—As it is not possible for this department to strictly comply with the above regulations, the export of hides and skins to Australia can be made on the strength of a certificate given by the shipper and endorsed by a magistrate that the hides and skins are from animals obtained from a slaughter house and covered by another certificate that the hides and skins have been examined biologically for anthrax and found free from this disease. The anthrax free certificate is granted by the Principal, Veterinary College, Madras, according to the procedure laid down separately.

(R. Dis. No. 4618-II/42 and R. Dis. No. 3083-II/43.)

III. Government of Mauritius.

All animals to be imported into Mauritius should be accompanied by a certificate signed by a Government Veterinary Surgeon and a bill of health from the port of embarkation showing at the port or place from which the animals have been embarked and in the country adjacent thereto what disease of animals if any, existed at the time of embarkation. The Master in charge of the vessel carrying the animals has to produce these certificates. Failing such certificates the landing of animals will be prohibited by the Government of Mauritius.

(G.O. No. 1258, Revenue, 2nd June 1916.)

IV. Government of the Straits Settlements.

The Government of the Straits Settlements have agreed to permit importation of cattle required for use or consumption from Southern India into their Colony provided that they are accompanied by a certificate of health on Government paper signed by a Veterinary Officer of the Government including those in foreign service to the effect—

(*a*) that so far as the certifying officer can ascertain the animals have not come from a neighbourgood in which cattle disease prevails ; and

(*b*) that he has personally inspected the animals before embarkation and found them to be free from apparent disease.

(G.O. No. 585, Revenue, 4th March 1915.)

V. Government of East Africa—Importation of Indian Horses in Kenya (East Africa)—Restriction on.

The Department of Veterinary Services, East Africa, have notified that importation of horses into Kenya from India will be permitted provided that in every case each horse is accompanied by the certificate of a Veterinary Surgeon to the effect that the animal is in good health and a further certificate that it is free from glanders and surra as determined by approved tests. Such certificates must be dated not more than twenty-one days prior to the date of embarkation for Kenya. On arrival in Kenya horses from India may be subject to further tests for glanders. surra and in the event of a positive reaction to either of such tests, may be destroyed without compensation.

(G.O. No. 346, Development, 25th January 1949; R. Dis. No. 768-II/48.)

VI. Federal Republic of Germany Bonn—Information from Foreign Exporting Countries.

With a view to answering the demands of foreign importers a quarantine institute has been established in Hamburg to examine before shipping, the breeding, and other animals, the quarantine of animals being conducted according to modern hygiene, i e, principles meeting all Veterinary Animals.

[Government of India letter No. F. 10 (12)/51-L, Ministry of Food and Agriculture, dated 11th October 1951—Madras Government Development Department, Endorsement No. 11137/51-1, Development, dated 18th October 1951 (D. Dis. No. 8079-II/51).]

APPENDIX A (9).

[*See* paragraph 179 (2).]

RULES FOR THE WORKING OF DISTRICT BOARD SCHEMES FOR MAINTENANCE OF BREEDING BULLS.

The bulls to be included in the schemes should be approved by the District Veterinary Officer.

2. If any of the bulls has been used for breeding purposes at a place for over a year at the time of inclusion in the scheme, it should be transferred to a new station so as to avoid in-breeding. If its retention at the original station is considered desirable or necessary in special circumstances the previous approval of the Director of Animal Husbandry, Madras, to such retention should be obtained.

3. The District Veterinary Officer should be consulted by the District Board sufficiently early before the distribution of bulls is to be effected. The District Veterinary Officer will, each year, select a few villages in each taluk to form a breeding centre depending upon their suitability and furnish a list to the District Board for locating bulls. Continuous breeding operations will be conducted in these centres by supply of fresh bulls as and when required. The District Veterinary Officer will also suggest to the President, District Board, the names and addresses of suitable custodians who will be willing and able to maintain the bulls according to the conditions of the scheme at or very near each breeding centre to enable the district board to locate the bulls. If no suitable custodian is available in any such centre the President, District Board, and District Veterinary Officer will, in consultation with each other, select an alternative centre for the location of the bulls. If the District Veterinary Officer and the President, District Board, disagree with each other on the question of distribution of bulls to the custodians selected by the District Veterinary Officer the matter should be referred to the Government for orders before the purchase of the bulls.

4. The Touring Veterinary Surgeon in whose jurisdiction the bull is maintained should inspect the bull at least once within twenty days after the end of each quarter beginning from the date of its location and submit at once a report in the prescribed form both to the District Veterinary Officer and the President, District Board. While inspecting the bull he should offer advice or point out irregularities on the party maintaining the bull and embody his remarks in the service register relating to the bull. Particulars as to the general condition and management of the bull, the advice given or the irregularities pointed out to the custodian, the total number of services performed by the bull during the quarter to which the report relates, the date of inspection, the remarks recorded on average number of services since its location and if not, the reasons therefor should all be furnished by the Touring Veterinary Assistant Surgeons against the last item head "General remarks" in the prescribed form.

5. The District Veterinary Officer should inspect the bull at least once in a year or whenever he goes to the place or near the place where the bull is stationed.

6. The District Veterinary Officer's decision will be final as to whether the bull is well maintained and performing good work or not.

7. Before ordering the recall of a bull the District Veterinary Officer will give due notice to the party maintaining the bull and to the President, District Board, of his intention with reasons for so doing. If the party or the President,

District Board, does not take necessary steps to rectify the defects pointed out and intimate the District Veterinary Officer within two months, the latter will address the President to recall the bull at once and to make other arrangements to maintain the bull at stud. If the President does not agree with the recommendation of the District Veterinary Officer, he may place the matter before the Director of Animal Husbandry, Madras, whose decision in the matter will be final. Such representations should be made within a fortnight after receipt of the letter of the District Veterinary Officer. No compensation can be claimed as a matter of right by any custodian whenever a bull is recalled.

8. Conditions on which bulls are given out on loan for three years after which the bull becomes the property of the individual or society selected are as follows :—

(*a*) The bull is issued on loan. The bull should be continued to be kept at stud at the same place by the custodian till the declaration of ownership is communicated by the President, District Board, to the party concerned and the District Board should declare the transfer of ownership only after receiving a certificate from the Director of Animal Husbandry, Madras, after the three years period to the effect that the prescribed conditions have been satisfactorily fulfilled. Infringement of any conditions will entail the forfeiture of the bull to the District Board and the party will not be eligible for any compensation except at the discretion of the District Veterinary Officer.

(*b*) The individual or society selected will be responsible for the proper maintenance, care and feeding of the bull.

(*c*) The bull should be maintained in good condition and housed in a good roof and on a clean floor. The following food or its equivalent should be given daily in two feeds.

2 lb. rice bran or 2 lb. bran.
2 lb. crushed cotton seed or 1 lb. cotton seed.
1 lb. soaked horsegram or 2 lb. groundnut cake.
20 lb. cholam or 20 lb. fodder or hay, cholam straw and 1 oz. of salt.

(*d*) The bull will not be allowed to graze free with the cattle of the locality, but cows in heat will be brought to him and the bull will be allowed to serve cows in heat in a small enclosure, if possible. Sufficient exercise should be given every day to keep him fit. He should also be groomed each day.

(*e*) A fee of not more than Rs. 2 may be charged for service.

(*f*) The individual or society in charge of the bull must see that not less than 60 services are performed annually by the bull. The bull may be advertised by being shown at markets and fairs if necessary and if there is no disease in the district.

(*g*) A register of services must be maintained in the approved form.

(*h*) The bull will be open to inspection by any officer of the Animal Husbandry Department at any time.

(*i*) Should the bull become sick, the nearest Government Veterinary Assistant Surgeon should be informed without delay and his professional attention requested.

(*j*) Arrangements for transport and taking delivery of the bull will have to be made by those selected to take charge of them.

(*k*) The bull will be recalled if it is not well maintained and performing **good work.**

(*l*) More than one bull will not ordinarily be issued to any public body or individual, except under the recommendation of the District Veterinary Officer.

(*m*) The District Board will keep the District Veterinary Officer informed of the name and address of the person in whose charge the bull is placed. The Board should obtain the previous concurrence of the District Veterinary Officer before a change in the custodianship or station is effected and after such change, the name and address of the new custodian should be intimated to the District Veterinary Officer.

(*n*) If any ryot or institution fails to maintain the bull in proper condition the District Board will undertake its maintenance.

(*o*) No premium will be paid by the Animal Husbandry Department to the District Board or the ryot or institution maintaining the bull.

APPENDIX A (10).

[*See* paragraphs 346 (2) and 347 (2).]

RULES REGARDING THE MAINTENANCE OF INVENTORIES OF STORES.

The Government of India have desired local Government to issue orders with a view to secure—

G.O. No. 710, Finance, dated 4th August 1920.

(*a*) the maintenance of an inventory of valuable ordnance and other stores in the Civil Department.

(*b*) the annual check of that inventory by the head of the office, a certificate of check being forwarded to the controlling officer, and

(*c*) the scrutiny of that inventory by the controlling officer at the time of inspection.

The Madras Government have therefore issued the following revised orders on the subject :—

In future separate inventories should be maintained of—

(*a*) raw materials and expendible stores in all manufacturing, trading and development departments,

(*b*) all office furniture, such as chairs, tables, racks, stools, benches, trays, boxes, etc., and

(*c*) other office stores, excluding books, forms and articles of stationery, but including livestock, European and other stores and movable property in the custody of each officer such as iron safes, locks (European and country), scales and weights, tents, machines, lamps, clocks, cycles, etc.

Inventory of raw materials and expendible stores.

(1) The stock of these stores may, as hitherto, be maintained in the forms prescribed in the respective departmental manuals, codes or orders.

(2) No return of such stores need be submitted to the controlling authority as is done at present by some departments.

(3) The stores should be checked annually by the officers in charge of them and verification reports should be sent to the controlling authorities who will be required to check the inventories as a part of their inspections.

Inventory of office furniture and other stores.

(*a*) (i) *Office furniture.*—There should be a simple permanent register showing each article of furniture separately as in Form A (annexed), each article being marked with a number which will be its permanent number in the register. The verifying officer need only check the existence of each article unless any article is damaged or missing, in which case definite orders should be passed as to whether it should be repaired, replaced or written off.

(ii) *Other office stores.*—Lists of these articles will be maintained in Form B (annexed). One page should be reserved for each kind or class of article.

(*b*) New articles purchased or supplied during the year should be duly brought into account, those condemned or otherwise disposed of being written off or adjusted in the registers.

(*c*) Stock-taking should be conducted once a year either by the head of the office or by the head ministerial officer.

(*d*) A certificate of check should be submitted to the controlling officer where there is one, signed by the head of the office who will be held responsible for the proper maintenance of the registers and the correctness of the verification report whether he conducts the verification himself or entrusts it to a ministerial officer.

(*e*) No minimum money limit will be prescribed for the inclusion of an article in the inventory referred to above, but officers will use their discretion as to what articles should be included.

G.O. No. 360, Finance (Codes), dated 23rd May 1927.

A similar verification should be undertaken whenever an officer entrusted with the custody of stores is transferred and the relieving officer should verify the stock of stores with the stock accounts and certify to the correctness of the stock taken over. For the purpose of this rule, the officer entrusted with the custody of stores is ordinarily the head of the office, but this duty may be delegated in large offices to a gazetted assistant, manager or recognized store-keeper. When such a delegation has been made, the verification prescribed is only necessary, unless it is otherwise ordered in any case, when an officer to whom the duty has been delegated is transferred, and in such cases the results of certification should always be placed before the head of the office. This does not however relieve the head of the office of responsibility for the certificate prescribed at the foot of various contingent bills, etc., stating that the articles billed for have been brought into account, nor for general control over the proper custody and accounts of stores.

ANNEXURE.

FORM A.

Register of furniture in the office of

Serial number.	*Description of article.*	*Remarks of the officer at the time of stock-taking.*
1	Almirah.	
2	Do.	
3	Do.	
1	Chair } Rosewood.	Legs broken—Condemned. *A.B.* 5th Dec. 1929.
2	Do. } Rosewood.	
3	Do. } Rosewood.	
4	Do. } Teakwood.	
5	Do. } Teakwood.	
1	Table, baize-covered.	Useless—May be auctioned. ***A.B.***, **5th Dec. 1929.**
2	Do. teakwood.	

FORM B.

Register of stores in the office of

Description of article.	*Number received.*	*Date of receipt.*	*Number struck off as condemned, sold or otherwise disposed of.*	*Total on hand.*	*Remarks of the verifying officer.*
Mamutties ..	14	6th April 1915.	....	14	Two useless; throw them away. *A.B.*, 10th June 1918.
			2	12	*C.D.*, 1st Dec. 1918.
					E.F., 9th Sep. 1919.
			6	6	Six sent to Sub-divisional Officer, Srivaikuntam, on 1st Dec. 1919.
	10	15th December 1919.	....	16	*G.H.*, 1st Aug. 1920.

N.B.—Entries on this page should be restricted to only one article of stores and the page should be initialled both when there is a receipt or issue and at the time of annual check.

APPENDIX A (11).

[*See* paragraph 414 (1).]

Fire Rules for Government Buildings.

No temporary shed required in the compound of any Government building should be built of combustible materials without the permission of the Executive Engineer. The erection of thatched or mat buildings within fifteen yards of a permanent Government office is prohibited.

2. Galvanized iron buckets with water or sand and chemical fire extinguishers should be kept in easily accessible places in every building for use during fire. They should be located as far as possible at the top and bottom of staircases or at the commencement and junctions of important corridors in each floor. The number of buckets and fire entinguishers to be provided should be as per scale fixed and the head of each office should ensure that this equipment, which will already have been provided in most offices, is in good working condition. The Executive Engineer may be consulted when required in connexion with this initial supply. For buildings for which an adequate supply of water is not available within a convenient distance, water should be provided in covered tanks sufficiently large to fill the buckets ten times.

3. When portable fire engines are provided, the engine, its hoses, other appurtenances and accessories should be complete and in working order. The hoses should be of sufficient length to reach top of the buildings.

4. All attenders and peons should be given a practice drill at least once a month in the use of fire appliances and the head of each office concerned should make arrangements for the proper conduct of these drills. Where a telephone exists, attenders and peons should be instructed in its use for the purpose of obtaining assistance.

5. The head of each office should see that the following precautions are carried out :—

(*a*) That before closing the office for the night the manager or head clerk or under his written authority a clerk named by him, visits each room and sees that all lights are put out, that in offices in which electric fans and lights are provided, the switches are turned off ; and that all waste paper has been removed, and that in hill stations where fire is kept in fire places to keep the room warm, all fire is effectively extinguished.

(*b*) That none but safety matches are used in offices.

(*c*) That kerosene oil or any easily inflammable material is always stored in an out-building or godown.

(*d*) That the sealing of papers is always done under the direct supervision of a responsible clerk who should see that due care is taken.

(*e*) That no naked lights are used in any offices. All candles or wicks must be protected by glass.

(*f*) That fire-places for the preparation of pastes or glue are not allowed in or near any building.

(*g*) That waste paper is not allowed to accumulate in large quantities in any office. One or more receptacles is provided outside the building for waste paper and is sufficiently distant from the main building. Every evening the waste paper of the day is collected and put into one of the receptacles,

(*h*) That fire buckets are kept always full of sand or water or in some cases it may be found suitable to keep half the number of buckets filled with water and half with sand.

(*i*) That old furniture is not left lying about but disposed of at once.

(*j*) That smoking in record rooms is strictly prohibited.

(*k*) That dried leaves and other litter is removed from the top of terraces at intervals.

(*l*) That all restrictions and rules regarding lighting issued by the local, municipal or other authorities are strictly followed.

(*m*) That in hill stations where there are fire-places for warming officers, fire guards of metal gauze or netting are provided in front of all fire-places.

6. On the outbreak of fire, electric current should be switched off at the main.

7. Fire caused by ignited oil should be smothered at once by means of earth or sand kept in receptacles placed in suitable positions for the purpose; and water should on no account be used. If chemical extinguishers of the foam-type are available they can be used.

8. Immediately a fire is detected, the alarm must be given and intimation also given to the nearest fire brigade and to the nearest police station by phone or otherwise.

9. Immediately on the alarm being raised, every man should proceed to the post to which he is told off and make such effective efforts as he can to put out the fire, pending the arrival of the fire brigade. If buildings are equipped with fire hoses and hydrants connected to the overhead tanks, they should be used to the best advantage, as it will be possible to put out major fires by a timely use of these appliances.

10. All movements should be carried out with silence and rapidity and special care must be taken to see that there is no crowding in passages and staircases.

11. As a draught of air will tend to increase the fire, all doors and windows which it is not necessary to use for ingress or egress, should be closed.

12. All inflammable materials near the fire should be collected and carried to a place of safety.

APPENDIX A (12) (i).

SLAUGHTER-HOUSES—LOCAL BODIES—BY-LAWS—FOR CONTROL OF.

By-law under section $\frac{306\ (14)\ (a)\ (b)\ (c)}{202\ (9)\ (a)\ (b)\ (c)}$ of the $\frac{\text{Madras District Municipalities}}{\text{Local Boards}}$ Act, 1920, to provide for the control and supervision of

(a) $\frac{\text{Municipal}}{\text{Board}}$ slaughter-houses or places used for skinning or cutting up carcasses,

(b) the methods of slaughtering in (a), and

(c) butchers carrying on business in (a).

1. Every person in a Municipal/Board slaughter-house who desires to slaughter an animal shall produce his licence when called on to do so by the Chairman/President or any person authorized by him in this behalf.

2. The slaughtering of animals and the dressing of carcasses shall be carried out only in such places in a slaughter-house as are assigned for such purposes by the Chairman/President.

3. Licence shall be permitted to slaughter animals only at such hours as may from time to time be fixed by the Chairman/President and notified in some conspicuous place in the slaughter-house.

4. No animal shall be slaughtered until it has been inspected and passed by an officer hereinafter referred to as the inspecting officer appointed by the Chairman/President. The inspecting officer shall reject any such animal as for any reason may appear to him unfit to be slaughtered for human consumption

The owner of an animal so rejected shall cause it to be forthwith removed from the slaughter-house premises but any such animal found to be affected with infectious or contagious disease shall be seized and destroyed and disposed of in such manner as to prevent its being used for human food or exposed for sale, any expenses that may be incurred in such destruction being borne by the owner of the animal.

5. No dying or dead animal shall be admitted into a slaughter-house and any such animal brought to the slaughter-house shall be seized and destroyed and disposed of in such manner as the Chairman/President may direct.

6. Animals which may have met with an accident rendering them unfit for further work are exempted from the above by-law, only on condition that they are brought to the slaughter-house immediately after the accident.

7. Every person employed in the slaughtering of animals shall use instruments and appliances and shall adopt such methods of slaughtering and otherwise take such precautions as may be requisite to secure the infliction of as little pain or suffering as practicable.

8. The carcasses of all slaughtered animals shall be examined by the officer appointed by the Chairman/President in this behalf. If any such carcass be found to be diseased, unsound or otherwise unfit for human consumption, it shall be seized and destroyed and disposed of as laid down in by-law 5 supra. All carcasses passed by him as fit for human consumption shall be stamped before removal from the slaughter-house.

9. All carcasses and meat from a slaughter-house shall be removed in suitable covered carts or baskets set apart for the purpose so as to conceal the

same from public view and to completely protect them from flies and dust, and such carts or baskets shall at all times be kept in a clean and sanitary condition and in good order and repair.

10. The contents of the entrails and all other refuse and offensive matter shall not be let into any sewer or drain but shall be deposited in receptacles provided for the purpose.

11. Skins, entrails and all other shall be removed from the slaughter-house within three hours after the slaughtering or dressing has been completed. Those not removed within the prescribed time shall be considered as abandoned and shall become the property of the Municipal Council/Board and the Chairman/President shall dispose of them as he may think fit.

12. No licensee shall be permitted to sell meat in the slaughter-house premises, but offal and skins may be sold in such places as may be assigned therein for such purpose and at such hours as may be fixed by the Chairman/President.

13. Every licensee shall be responsible for any damage done to the slaughter-house either by his own act or the act of his servants and any such licensee refusing to pay such damage done to the property of the council shall have his licence cancelled and the amount or such damage shall be recoverable as prescribed by section 344/221 of the Madras District Municipal/Local Boards Act, 1920.

14. The insufflation or blowing of carcasses is strictly forbidden.

15. No person suffering from leprosy or other person suffering from an open sore or any loathsome, contagious or dangerous disease shall be permitted to enter or be employed in the slaughter-house or remove or assist in the removal of any carcass or meat therefrom.

16. No dog shall be permitted in any slaughter-house. Any dog found therein shall be dealt with as a stray dog.

17. Any person who is found drunk or begging, or loitering or making a noise or fighting, or quarrelling, or using insulting abusive or obscene language, or misconducting himself in any manner in any slaughter-house shall be expelled therefrom by the Officer-in-charge.

18. No person shall spit in a slaughter-house except in such receptacles or places as are provided for such purpose.

19. Servants employed by the Chairman/President in the Municipal/Board slaughter-houses are forbidden to ask for or receive any gratification in money or otherwise.

20. Whoever commits a breach of any of the above by-laws shall be punishable—

(*a*) with fine which may extend to fifty rupees ; and in case of a continuing breach with fine which may extend to fifteen rupees for every day during which the breach continues after conviction for the first breach, or

(*b*) with fine which may extend to ten rupees for every day during which the breach continues after receipt of notice from the Chairman/President to discontinue such breach.

(G.O. No. 1481, L. & M., dated 1st May 1925.)

APPENDIX A (12) (ii).

SLAUGHTER-HOUSES—PRIVATE—BY-LAWS—FOR CONTROL OF.

By-laws under section $\frac{306\ (14)\ (a)\ (b)\ (c)}{202\ (9)}$ of the Madras $\frac{\text{District Municipalities}}{\text{Local Boards}}$ Act, 1920, to provide for the control and supervision of

(*a*) Private slaughter-houses or places used for skinning or cutting up carcasses,

(*b*) the methods of slaughtering in (*a*), and

(*c*) butchers carrying on business in (*a*).

1. Every private slaughter-house shall, without notice, be open to inspection by the Chairman/President at any time by day or night when the slaughtering is being carried on.

2. Every private slaughter-house shall be situated in open ground at a distance of not less than 100 yards from the nearest human habitation, or well or other source of domestic water-supply.

3. Every private slaughter-house shall be constructed of masonry and no part thereof shall be constructed of inflammable materials.

4. Every private slaughter-house shall be suitably enclosed by a masonry wall not less than six feet high, and shall be provided with suitable gateways and gates.

5. The approach to every private slaughter-house shall not be on an incline of more than 1 and 4 and shall not pass through any dwelling house or shop.

6. The floor of every private slaughter-house shall be at least one foot above the level of the adjoining ground.

7. The owner or occupier of any premises who may have obtained from the Chairman/President a licence for the use of any premises as a private slaughter-house shall cause every part of such slaughter-house to be paved or otherwise made impervious. Such floor shall be sufficiently smooth and shall be sloped towards an impervious masonry drain discharging into an impervious masonry cistern situated outside the slaughter-house. Such cistern shall be of such dimensions as to hold not less than 24 hours flow of waste water from such slaughter-house and shall be closely covered and fitted with an air-tight frame and cover and shall be completely emptied and cleaned at least once in every 24 hours.

8. He shall cause every part of the compound of such slaughter-house to be paved or metalled and drained to the satisfaction of the Chairman/President and shall cause it to be maintained at all times in good order and repair.

9. He shall provide suitable means of ventilation and lighting upon or in connexion with such private slaughter-house and shall cause the same to be maintained at all times in good order and efficient action.

10. He shall cause every part of the walls and every part of the floor or pavement of such slaughter-house to be maintained at all times in good order and repair so as to prevent absorption therein of any blood or liquid refuse of filth which may be spilled or splashed thereon or any offensive matter which may be deposited thereon or brought into contact therewith.

APPENDIX B (1).

(*See* paragraph 164.)

FORM OF AGREEMENT FOR THE SUPPLY OF ANIMALS, CATTLE-FOOD, ETC.

I. AGREEMENT made the day of one thousand nine hundred and in the year of the Republic of India BETWEEN (hereinafter called 'the contractor') of the one part AND THE GOVERNOR OF MADRAS (hereinafter called 'the purchaser') of the other part.

II. WHEREAS the contractor has agreed with the purchaser to supply to the such number of animals and/or such quantities of the articles and/or things specified and described in the schedule hereto annexed (and which said animals and/or articles and/or things are hereinafter referred to as 'the said animals and/or articles and/or things') as the contractor shall be required by or on behalf of the purchaser to supply for the said at any time or times hereinafter during the period of one year commencing on the first day of April 19 and at the price or prices and in the manner and upon the terms and conditions hereinafter mentioned.

III. AND WHEREAS the contractor has deposited in the Government Savings Bank at the sum of Rs. as security for the due and faithful performance by the contractor of this contract and has deposited pass-book with and endorsed it to the

or

III. AND WHEREAS the contractor is the holder of Post Office cash certificates of the value of Rs. which have been registered in the Post Office at and has transferred the said certificates to the the previous sanction of the Head Postmaster of the Post Office in which certificates have been registered having been obtained as security for the due and faithful performance by the contractor of this his contract.

IV. NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution the contractor on the one part or himself his heirs, executors administrators legal representatives and permitted assigns and the purchaser on the other part for himself his successors and assigns mutually covenant declare contract and agree each of them with the other of them in manner following (that is to say) :—

1. At any time or times and at all times during the period of one year commencing on the 1st day of April 19 at which the contractor shall be required by the for the time being of the (hereinafter referred to as 'the ') so to do the contractor shall and will supply to the said at and for such price or prices as are specified in the said schedule such number of animals and/or such quantities of the said articles and/or things as the shall from time to

Contractor's signature.

time require the contractor to supply under this contract and all such animals and/or articles and/or things shall be delivered by the contractor between such hours on such day or days at such place or places to such person or persons and in such manner as the shall from time to time and at any time require or direct and it is expressly agreed by and between the parties thereto that notwithstanding any estimate of probable quantities or numbers that may have been mentioned by or on behalf of the purchaser prior to the execution of these presents the purchaser has the right to order any number of the said animals and/or any quantity or number of any of the said articles and/or things mentioned in the said schedule as may from time to time be required by or on behalf of the purchaser to be supplied as aforesaid during the period herein fixed or not to order any number of such animals and/or any quantity or number of any of such articles and/or things at all.

2. The price quoted by the contractor shall not, in any case, exceed the controlled price, if any, fixed by Government or the reasonable price which it is permissible for him to charge a private purchaser for the same class and description of animals, articles or things under the provisions of clause 6 of the Hoarding and Profiteering Prevention Ordinance, 1943, as amended from time to time. If the price quoted exceeds the controlled price of the price permissible under the Hoarding and Profiteering Prevention Ordinance, the contractor will specifically mention this fact in his tender along with reasons for quoting such higher price. The purchaser at his discretion will in such cases exercise the right of revising the price at any stage so as to conform with the controlled price or the price permissible under the Hoarding and Profiteering, Prevention Ordinance. This discretion will be exercised without prejudice to any other action that may be taken against the contractor.

3. The contractor shall not at any time or on any ground whatsoever during the period of one year hereinbefore fixed claim any revision or modification of the rates respectively agreed upon for the animals and/or articles and/or things mentioned in the schedule hereunder written and specified therein. It is hereby understood and agreed that the rates so fixed include the payment by the contractor of customs duties and any other rates, taxes or duties now payable or any enhancement thereof or which may hereafter be levied on all or any of the said animals and/or articles and/or things mentioned in the said schedule.

3-A. All animals and/or articles and/or things supplied by the contractor under this contract shall be of the qualities and descriptions specified in the said schedule. All articles of fodder shall conform as nearly as possible to the samples deposited by the contractor and where no such samples have been deposited, the decision of the as to the quality of the goods shall be final and binding on the contractor. The quality of the said articles and/or things shall, if required by the be tested by the Public Analyst, Government Agricultural Chemist or any other Chemist or Analyst, and when so tested his decision shall be final and binding on the contractor. It shall not be incumbent on the purchaser to take from the contractor the number of such animals and/or the quantities of the said articles and/or things mentioned in the said schedule or any larger or smaller number of quantity or quantities thereof respectively than may from time to time be required by the but the purchaser hereby agrees that, except

Contractor's signature.

or servant acting under his orders and by him authorized to act for him in all matters relating to or in anywise concerning the construction of this contract or any matter, clause or thing herein contained or any question arising thereout any and every such decision as aforesaid shall be final and conclusive and altogether operative and binding on the contractor and shall not be subject to question or review upon any ground whatsoever.

15. Within thirty days after the delivery and acceptance of any articles and/or things supplied under this contract and the delivery of bills for the same the purchaser, subject to the conditions hereof, shall and will pay the contractor for all such animals and/or articles and/or things so delivered and accepted at the rates specified for such animals and/or articles and/or things in the schedule.

16. Upon the complete fulfilment of this contract by the contractor to the satisfaction of the the said Government savings Bank pass book shall be re-endorsed
cash certificates retransferred
and returned to the contractor.

17. The purchaser shall be at liberty within a period of three months from the date hereof to terminate this agreement either wholly or in part on one month's notice and thereupon this agreement shall cease and be void and the contractor shall not be entitled to any compensation in respect of such determination.

18. In case the contractor shall fail or neglect or refuses to observe, perform, fulfil and keep all or any one or more or any part of any one or more of the covenants, stipulations and provisions herein on his part contained it shall be lawful for the (if he shall think fit so to do) without prejudice and in addition to all and every other the remedies hereinbefore contained on behalf of the purchaser on any such failure, neglect or refusal as aforesaid by any writing under his hand to put an end to this contract so far as regards the purchaser and thereupon every article, clause or thing on his part herein contained shall cease and be void and (in case any moneys) damages, losses, expenses, difference in price or compensation shall then or at any time during the continuance of this contract be due from or payable by the contractor to the purchaser, it shall be lawful for the
realize, sell and dispose of all or any part of the said security deposit in the government savings bank cash certificates for the aggregate sum of Rs.

So endorsed/transferred and deposited by the contractor as hereinbefore recited at and for the market value thereof and with and put of the proceeds of such sale after payment thereout of all expenses connected therewith and also from and out of any moneys then in the hands of the Superintendent and payable or to become payable to the contractor to reimburse to the purchaser all such moneys, damages, losses, expenses, difference in price and compensation as the purchaser shall have sustained or been put to or be entitled to by reason of the contractor having been guilty of any such failure, neglect or refusal as aforesaid or other breach in the performance of this his contract or as shall for the time being be due and owing from or payable by the contractor to the purchaser and if the amount of the proceeds realized by the realization or sale of the said security after payment thereout of all expenses connected therewith and such other moneys as aforesaid shall be insufficient to pay and satisfy the whole

Contractor's signature.

of such moneys, damages, losses, expenses, difference in price and compensation as aforesaid then and in that case it shall be lawful for the purchaser to recover the residue thereof by legal proceedings against the contractor upon the covenants and agreements herein contained, and/or under section 52 of the Madras Revenue Recovery Act 1864 as if it were arrears of land revenue.

V. In witness whereof the said and Director of Animal Husbandry, Madras acting for and on behalf of and by the order and direction of the Governor of Madras have hereunto set their respective signatures and seals the day month and year first above mentioned.

SCHEDULE.

Animals and articles and things to be supplied.	*Quality.*	*Probable quantity or number.*	*Price.*	*Remarks.*
			RS. A. P.	

Signed by the abovenamed Contractor in the presence of

Contractor's signature.

Witnesses—

(1) Signature
Full address

(2) Signature
Full address

Signed by the Director of Animal Husbandry, Madras, in the presence of

Director's signature.

Witnesses—

(1) Signature
Full address

(2) Signature
Full address

APPENDIX B (2).

(*See* paragraph 164.)

FORM OF AGREEMENT FOR THE REMOVAL OF MANURE.

THIS INDENTURE made the day of One thousand nine hundred and in the year of the Republic of India BETWEEN THE GOVERNOR OF MADRAS (hereinafter called " the Governor ") of the one part and (hereinafter called " the contractor ") of the other part.

WHEREAS the contractor has agreed with the (hereinafter called) to remove from day to day from such place or places the manure that may from time to time be stored within the premises of the abovesaid

AND WHEREAS the contractor has paid the sum of Rs. as security for the due and faithful performance and observance by the contractor of the terms and conditions herein contained.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :

1. That in consideration of the sum of Rs. to be paid by the contractor as hereinafter mentioned, the Governor hereby gives leave and licence to the contractor during the period of from the first day of 19 to remove from day to day and every day the manure that may be stored in such place or places within the premises of the abovesaid as may from time to time be determined by the

2. The contractor hereby agrees with the Governor as follows :

(*a*) to pay in advance on or before the 5th day of every month the sum of Rs. plus sales tax the first of such payments having already been made on 195 .

(*b*) to remove or cause to be removed completely the manure stored in the place or places determined by the every day and to leave the place of storage clean in such manner as may be directed and to the satisfaction of the .

3. If the contractor shall be guilty of a breach or non-observance of any of the covenants and conditions herein contained and to be performed or observed by him, it shall be lawful for the by notice in writing addressed to the contractor to determine these presents and in addition to forfeit the whole or part of the security deposited by the contractor.

4. Upon complete fulfilment by the contractor of this contract the sum of Rs. or so much thereof as may be due and payable to the contractor shall be returned to him.

IN WITNESS whereof the Director of Animal Husbandry, Madras, acting on behalf of and by the order and direction of the Governor of Madras and have hereunto set their hands and seals the day and year first quoted above written.

Signed, sealed and delivered by the abovenamed contractor in the presence of

Contractor's signature.

Witness : 1. Name
Address

Witness : 2. Name
Address

Signed sealed and delivered by the abovenamed Director in the presence of

Director's signature.

Witness : 1. Name
Address

Witness : 2. Name
Address

APPENDIX B (3).

[*See* paragraph 179 (2).]

AGREEMENT FORM TO BE EXECUTED BY CUSTODIANS ENTRUSTED WITH BREEDING BULLS (YOUNG BULL).

(D. Dis. No. 5137-IV/42.)

THIS AGREEMENT entered into this day of 19 on the year of the Republic of India BETWEEN GOVERNOR OF MADRAS (hereinafter called the Governor which expression where the context so admits shall be taken to mean and include his successors in office and assigns) of the one part

AND

son of residing at (hereinafter called "the Bailee" which expression where the context so admits shall be taken to mean and include his heirs, executors, administrators and legal representatives of the other part.

WHEREAS the Government of Madras (hereinafter called "the Government") have at the request of the Bailee agreed to entrust a breeding bull to the Bailee for the term hereinafter mentioned on and subject to the terms and conditions hereinafter contained.

NOW THIS INDENTURE WITNESSETH

"In consideration of the covenants and conditions by the Bailee hereinafter contained, the Government hereby agree to deliver a breeding bull to the Bailee for being reared by him and utilised for service among cows in and around . The bull shall be with the Bailee for a total period of years commencing from the day of . During the year (s) of this period the bull shall be reared by the Bailee and shall not be put to any use whatsoever. During the succeeding period of years, the bull shall be utilized only for service among cows in and around the locality mentioned above and not for any other purpose whatsoever."

2. The Bailee hereby agrees with the Governor as follows :—

(1) To be responsible for the proper maintenance, care, grooming, feeding and housing of the bull at his own cost and for carrying out all or any instructions which may from time to time be issued to the Bailee by the officers of the Animal Husbandry Department, Madras with regard to the proper maintenance, feeding and exercising of the bull.

(2) To feed at his own cost the said bull with the rations more particularly mentioned in the schedule hereto and to faithfully carry out the services mentioned in the time table contained in the said Schedule.

(3) To exercise the bull in a careful and regular manner so as to keep the same fit for the purpose for which it is intended.

(4) To collect from the owners of cows a sum not exceeding Rs. for every service of the bull and to maintain a register showing the dates on which the said sums were collected and to keep it open for inspection by the duly authorized officers of the Government at all reasonable hours.

(5) To maintain a register of services in a form approved by the Director of Animal Husbandry, Madras and allow the officers of the Animal Husbandry Department, Madras, to inspect the same at all reasonable hours.

(6) To allow the officers of the Animal Husbandry Department, Madras to inspect the bull at all reasonable hours.

(7) In the event of the bull being taken ill forthwith to report the fact of such illness to the nearest Veterinary Assistant Surgeon of the Government and at his own cost to cause such Assistant Surgeon to attend to the bull and to report the District Veterinary Officer the action taken by the Bailee under this clause.

(8) At his own cost to transport the bull to the said from the place where the bull is delivered to him.

(9) To ensure that the bull does at least services per year during the and years or in the alternative a total of services during the period of years from the date of 19 .

(10) To advertise the bull by exhibiting the same at all markets and fairs held within a radius of miles from the said

Provided however that if there is any cattle disease in or around the place in which the bull is to be exhibited the bull shall not be taken to such locality under this clause.

(11) To be responsible for all loss or damage which may be caused by the bull to individuals or to property and to indemnify the Government and their servants against all liability for any such loss or damage.

(12) Not to use the bull for any purposes inclusive of breeding for a period of year(s) from the day of 19 .

(13) Not to allow the bull to graze free with the cattle of the locality. Cows in heat must be brought to the bull for service in a small enclosure.

(14) Not to use the bull for any purposes other than for breeding in accordance with the conditions contained in these presents during the second period of years commencing from the day of 19 .

3. The Governor hereby agrees with the Bailee as follows :—

(1) To pay to the Bailee the sum of Rs on the day of 19 and the further sum of Rs on the day of 19 .

(2) That the Bailee performing and observing the covenants and conditions herein contained shall be allowed the sole custody of the bull during the period hereinbefore fixed and shall on application at the end of such period be entitled to the exclusive ownership of the bull.

4. Provided always and it is hereby agreed by and between the parties hereto as follows :

(1) If at any time during the period of years hereinbefore fixed it is proved to the satisfaction of the Director of Animal Husbandry that the Bailee has been guilty of neglect of or wanton cruelty to the bull or if the Bailee shall neglect or fail to perform or observe any of the covenants and conditions hereinbefore contained and to be performed and observed by the Bailee it shall be lawful for the duly authorized officers of the Government at any time to withdraw the bull from the custody of the Bailee and the Bailee shall not be entitled to any compensation by reason of such withdrawal;

but in the event of the custody of the bull being re-taken during the first year(s) shall be bound to refund such portion of the sum of Rs as may be decided by the Director of Animal Husbandry.

(2) If at any time during the period of years hereinbefore fixed the bull dies or is maimed or in any other way rendered unserviceable owing to causes attributable to the neglect or cruelty of the Bailee or the failure of the Bailee to perform and observe the covenants and conditions hereinbefore contained and to be performed and observed by him it shall be lawful for the Government in addition to and without prejudice to their other rights and remedies to claim and recover from the Bailee such compensation not exceeding the sum of Rs. which is hereby fixed by agreement of parties as the value of the bull. The decision of the Director of Animal Husbandry, Madras as to the amount payable by the Bailee under this clause shall be final and shall not be open to any objection or review.

In witness hereof the Director of Animal Husbandry, Madras acting for and on behalf of and by the order and direction of the Governor of Madras and. have hereunto set their signatures the day and year first above written.

SCHEDULE.

Daily Ration.

Medium-sized young bull (milk teeth).		*Ongole young bull (milk teeth).*	
Groundnut cake	1½ lb	Groundnut cake	1½ lb.
Cotton seed	1 lb.	Cotton seed	1 lb.
Rice bran	1½ lb.	Rice bran	1½ lb.
Salt	1 oz.	Cholam or sajja grain	1 lb.
Mineral mixture	1 oz.	Salt	1 oz.
Fodder dry 15 lb. or Fodder green	40 lb.	Mineral mixture	1 oz.
		Fodder dry 15 lb. or Fodder green	40 lb.

Medium-sized adult bull (2 teeth and upwards).		*Ongole adult bull (2 teeth and upwards).*	
		Groundnut cake	1½ lb.
Groundnut cake or cotton seed	2 lb.	Cotton seed	1 lb.
Horsegram	1 lb.	Horsegram	1 lb.
Rice bran	2 lb.	Rice bran	2½ lb.
Salt	1 oz.	Salt	1 oz.
Mineral mixture	½ oz.	Mineral mixture	½ oz.
Fodder dry 15 lb. or Fodder green.	40 lb	Fodder dry 18 to 20 lb. or Fodder green	50 lb.

Foods can be varied to suit local conditions, crushed cholam and sajja grain can be included in place of cotton seed. Bengalgram husk can also be used in place of some of the rice bran.

Cake and cotton seed should be soaked in water for 12 hours before feeding and horsegram boiled. The whole food except the bulky fodder should be mixed together and fed to the bull in two feeds each day.

A suitable time-table for the feed and exercise of the bull is as follows :—

6-30 a.m.	Clean-out stall.
7 to 7-45 a.m.	Exercise bull.
7-45 a.m.	Water.
8-00 a.m.	Feed half concentrated ration.
9-00 a.m.	Groom and clean bull.
11-00 a.m.	Give about 5 lb. of dry fodder.
5 to 5-45 p.m.	Exercise.
5-45 p.m.	Water.
6-00 p.m.	Feed half concentrated ration.
6-30 p.m.	Reminder of dry fodder or green fodder.

Signed and delivered by the abovenamed Bailee in the presence of—

Witnesses (1)

(2)

Signed and delivered by the above named Director of Animal Husbandry in the presence of—

Witnesses (1)

(2)

APPENDIX B (4).

[*See* paragraph 179 (2).]

AGREEMENT FORM TO BE EXECUTED BY CUSTODIANS ENTRUSTED WITH BREEDING BULLS (ADULT BULL).

(5137-IV/42.)

THIS AGREEMENT entered into this day of 19 in the year of the Republic of India BETWEEN THE GOVERNOR OF MADRAS (hereinafter called the Governor which expression where the context so admits shall be taken to mean and include his successors in office and assigns) of the one part and son of residing at (Hereinafter called the "Bailee" which expression where the context so admits shall be taken to mean and include his heirs, executors, administrators and legal representatives), of the other part.

WHEREAS THE GOVERNMENT OF MADRAS (hereinafter called "the Government") have at the request of the Bailee agreed to entrust a breeding bull to the Bailee for the terms hereinafter mentioned on and subject to the terms and conditions hereinafter contained.

NOW THIS INDENTURE WITNESSETH :

In consideration of the covenants and conditions by the Bailee hereinafter contained, the Government hereby agree to deliver a breeding bull to the Bailee for the purpose of being utilised for service among cows in and around for a period of years commencing from the day of 19 . The bull shall be maintained by the Bailee for the aforesaid period of years and shall be used only for breeding purposes and not for any other purposes whatsoever.

2. The Bailee hereby agrees with the Governor as follows :—

(1) To be responsible for the proper maintenance, care, grooming, feeding and housing of the bull at his own cost and for carrying out all or any instructions which may from time to time be issued to the Bailee by the officers of the Animal Husbandry Department, Madras, with regard to the proper maintenance, feeding and exercising of the bull.

(2) To feed at his own cost the said bull with the rations more particularly mentioned in the Schedule hereto and to faithfully carry out the services mentioned in the time-table contained in the said Schedule.

(3) To exercise the bull in a careful and regular manner so as to keep the same fit for the purpose for which it is intended.

(4) To collect from the owners of cows a sum not exceeding Rs. for every service of the bull and to maintain a register showing the dates on which the said sums were collected and to keep it open for inspection by the duly authorised officers of the Government at all reasonable hours.

(5) To maintain a register of services in a form approved by the Director of Animal Husbandry, Madras and allow the officers of the Animal Husbandry Department, Madras, to inspect the same at all reasonable hours.

(6) To allow the officers of the Animal Husbandry Department, Madras, to inspect the bull at all reasonable hours.

(7) In the event of the bull being taken ill forthwith to report the fact of such illness to the nearest Veterinary Assistant Surgeon of the Government and at his own cost to cause such Assistant Surgeon to attend to the bull and to report to the District Veterinary Officer the action taken by the Bailee under this clause.

(8) At his own cost to transport the bull to the said from the place where the bull is delivered to him.

(9) To ensure that the bull does at least services per year or in the alternative a total of services during the period of years from the day of 19 .

(10) To advertise the bull by exhibiting the same at all markets and fairs held within a radius of miles from the said provided however, that if there is any cattle disease in or around the place in which the bull is to be exhibited the bull shall not be taken to such locality under this clause.

(11) To be responsible for all loss or damage which may be caused by the bull to individuals or to property and to indemnify the Government and their servants against all liability for any such loss or damage.

(12) Not to allow the bull to graze free with the cattle of the locality. Cows in heat must be brought to the bull for services in a small enclosure.

(13) Not to use the bull for any purposes other than for breeding in accordance with the conditions contained in these presents during the........ years commencing from the day of 19 .

3. The Governor hereby agrees with the Bailee as follows :—

That the Bailee performing and observing the covenants and conditions herein contained shall be allowed the sole custody of the bull during the period hereinbefore fixed and shall on application at the end of such period be entitled to the exclusive ownership of the bull.

4. PROVIDED ALWAYS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :—

(1) If at any time during the period of........years herein before fixed it is proved to the satisfaction of Director of Animal Husbandry, Madras, that the Bailee has been guilty of neglect of or wanton cruelty to the bull or if the Bailee shall neglect or fail to perform or observe any of the covenants and conditions hereinbefore contained and to be performed and observed by the Bailee it shall be lawful for the duly authorized officers of the Government at any time to withdraw the bull from the custody of the Bailee and the Bailee shall not be entitled to any compensation by reason of such withdrawal.

(2) If at any time during the period of years hereinbefore fixed the bull dies or is maimed or in any other way rendered unserviceable owing to causes attributable to the neglect or cruelty of the Bailee or the failure of the Bailee to perform and observe the covenants and conditions hereinbefore contained and to be performed and observed by him it shall be lawful for the Government in addition to and without prejudice to their other rights and remedies to claim and recover from the Bailee such compensation not exceeding the sum of Rs. which is hereby fixed by agreement of parties as the value of the bull. The decision of the Director of Animal Husbandry, Madras to the amount payable by the Bailee under this clause shall be final and shall not be open to any objection or review.

IN WITNESS whereof the Director of Animal Husbandry, Madras, acting for and on behalf of and by the order and direction of the Governor of Madras and hereunto set their signatures the day and year first above written.—

SCHEDULE.

Daily ration.

Medium sized bull.		*Ongole bull.*	
Groundnut cake or cotton seed.	2 lb.	Groundnut cake	1½ lb.
Horsegram	1 lb.	Cotton seed	1 lb.
Rice bran	2 lb.	Horsegram	1 lb.
Salt	1 oz.	Rice bran	2½ lb.
Mineral mixture	½ oz.	Salt	1 oz.
Fodder dry 15 lb. or green fodder	40 lb.	Mineral mixture	½ oz.
		Fodder-dry 18 to 20 lb. or green fodder.	50 lb.

Foods can be varied to suit local conditions Crushed cholam and sajja grain can be included in place of cotton seed. Bengalgram husk can also be used in place of rice bran.

Cake and cotton seed should be soaked in water for 12 hours before feeding and horsegram boiled. The whole food except the bulky fodder should be mixed together and fed to the bull in two feeds each day.

A suitable time-table for the feed and exercies of the bull is as follows :—

6-30 am. ..	Clean out stall.
7 to 7-45 a.m.	Exercise bull.
7-45 a.m. ..	Water.
8-00 a.m.	Feed half concentrated ration.
9-00 a.m. ..	Groom and clean bull.
11-00 a.m.	Give about 5 lb. of dry fodder.
5 to 5-45 p.m.	Exercise.
5-45 p.m. ..	Water.
6-00 p. m.	Feed half concentrated ration.
6-30 p. m.	Remainder of dry fodder or green fodder.

Signed and delivered by the above named Bailee in the presence of—

Witnesses (1)

(2)

Signed and delivered by the abovenamed . . . Director of Animal Husbandry in the presence of—

Witxesses (1)

(2)

APPENDIX B (5).

[*See* paragraph 179 (3).]

AGREEMENT FORM TO BE EXECUTED BY CUSTODIANS ENTRUSTED WITH BREEDING RAM OR HE-GOAT (BUCK).

(D. Dis. No. 7868-IV-49.)

THIS AGREEMENT entered into this day of 19 in the year of the Republic of India BETWEEN THE GOVERNOR OF MADRAS (hereinafter called the "Governor" which expression where the context so admits shall be taken to mean and include his successors in office and assigns) of the one part and son of residing at (hereinafter called "the Bailee" which expression where the context so admits shall be taken to mean and include his heirs, executors, administrators and legal representatives), of the other part.

WHEREAS THE GOVERNOR OF MADRAS (hereinafter called the "Governor") has at the request of the Bailee agreed to entrust a breeding ram/he goat (buck) to the Bailee for the term hereinafter mentioned on and subject to the terms and conditions hereinafter contained.

NOW THIS INDENTURE WITNESSETH

In consideration of the covenants and conditions by the Bailee hereinafter contained, the Government hereby agree to deliver a ram/he-goat (buck) to the Bailee for the purpose of being utilized for service among ewes/does in his flock for a period of two years commencing from the day of . The ram/he-goat (buck) shall be maintained by the Bailee for the aforesaid period of two years and shall be used only for breeding purposes.

2. The Bailee hereby agrees with the Governor as follows :—

(1) To be responsible for the proper maintenance, care, feeding and housing of the ram at his own cost and for carrying out all or any instructions which may from time to time be issued to the Bailee by the officers of the Animal Husbandry Department, Madras, with regard to the proper maintenance and feeding of the ram/he-goat (buck).

(2) To house the said ram/he-goat (buck) in a clean and sanitary shed and to feed it according to the instructions of the officers of the Animal Husbandry Department, Madras.

(3) To get all the male stock in his flock of sheep/goats castrated from time to time to avoid promiscuous breeding.

(4) To get the progeny of the said ram/he-goat (buck) tattooed or otherwise marked for identification purposes.

(5) To allow the officers of the Animal Husbandry Department, Madras, to inspect the ram/he-goat (buck) or the flock with which it is kept at all reasonable hours.

(6) In the event of the ram/he-goat (buck) being taken ill, forthwith to report the fact of such illness to the nearest Veterinary Assistant Surgeon of the Government and at his own cost to cause such Assistant Surgeon to attend to the ram/he-goat (buck) and to report to the action taken by the Bailee under this clause.

(7) To be responsible for all loss or damage which may be caused by the ram/he-goat (buck) to individuals or to property and to indemnify the Government and their servants against all liability for any such loss or damage.

(8) Not to allow the said ram/he-goat (buck) to go with the ewes except during the mating season and to graze the ram/he-goat (buck) separately.

(9) Not to sell the female progeny of the said ram/he-goat (buck) for a period of three years from the date of delivery of the ram/he goat (buck) to the Bailee, viz., except with the previous permission of the officers of the Animal Husbandry Department, Madras :—

Provided however, that the bailee may sell the male progeny and in this case, the Government reserve to themselves the right of purchasing from the Bailee male kids of the second and subsequent generations for distribution in adjacent areas at a price slightly higher than the prevailing market rate.

(10) Not to use the ram/he-goat (buck) for any purpose other than for breeding in accordance with the conditions contained in these presents during the two years commencing from the day of 19 .

3. The Governor hereby agrees with the bailee performing and observing the covenants and conditions herein contained shall be allowed the sole custody of the ram/he-goat (buck) during the period hereinbefore fixed and shall on application at the end of such period be entitled to the exclusive ownership of the ram/he-goat (buck).

4. PROVIDED ALWAYS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :—

(1) If at any time during the period of two years hereinbefore fixed it is proved to the satisfaction of the District Veterinary Officer that the Bailee has been guilty of neglect of or wanton cruelty to the ram/he-goat (buck) or if the Bailee shall neglect or fail to perform or observe any of the covenants and conditions hereinbefore contained and to be performed and observed by the Bailee it shall be lawful for the duly authorized officers of the Government at any time to withdraw the ram/he-goat (buck) from the custody of the Bailee and the Bailee shall not be entitled to any compensation by reason of such withdrawal.

(2) If at any time during the period of two years hereinbefore fixed the ram/he-goat (buck) dies or is maimed or in any other way rendered unserviceable owing to causes attributable to the neglect or cruelty of the Bailee or the failure of the Bailee to perform and observe the covenants and conditions hereinbefore contained and to be performed and observed by him it shall be lawful for the Government in addition to and without prejudice to their rights and remedies to claim and recover from the Bailee such compensation not exceeding the sum of Rs. (Rupees) which is hereby fixed by agreement of parties as the value of the ram/he-goat. The decision of the Director of Animal Husbandry, Madras, as to the amount payable by the Bailee under this clause shall be final and shall not be open to any objection or review.

In witness whereof the Director of Animal Husbandry, Madras, acting for and on behalf of and by the order and direction of the Governor of Madras and
hereunto set their signatures the day and year first above written.

Signed and delivered by the above named Bailee in the presence of—

Witnesses—
(1)

(2)

Signed and delivered by the above-named Director in the presence of—

Witnesses—
(1)

(2)

APPENDIX B (6).

[*See* paragraph 390 (1),]

FORM OF LEASE DEED FOR PRIVATE BUILDINGS RENTED BY GOVERNMENT.

THIS INDENTURE made this day of One thousand nine hundred and in the year of The Republic of India BETWEEN (hereinafter called "the Lessor" which term shall be taken to include where the context admits his executors administrators, legal representatives and assigns) of the one part and THE GOVERNOR OF MADRAS (hereinafter called "The Lessee" which terms shall be taken to include where the context admits his successors and assigns) of the other part.

WITNESSETH AS FOLLOWS :—

1. The Lessor hereby agrees to let and the lessee agrees to take all the plot of land more particularly described in the Schedule hereunder written together with the buildings thereon and the appurtenances thereto for the term of commencing from day of or for such shorter period as may be necessary for the Government to arrange to provide by itself by purchase, issue or otherwise suitable alternative land and buildings at (as to the suitability of which it shall be the sole judge) at the monthly rent of until such other sum or sums more or less than shall from time to time be certified by the Executive Engineer, Public Works Department, division to be the true fair rent of the demised premises after taking into consideration the rate of rent prevailing in the place where the demised premises are situated, then that sum or in succession those sums shall be the rent or rents from time to time thereof and for the periods so fixed by the said Officer, such rent to be paid clear of all deductions save as hereinafter contained.

2. The lessee covenants with the lessor :—

(i) To pay the said rent on or before the 15th day of the following month.

(ii) To permit the lessor and his agents to enter the said buildings at all the reasonable hours in the day time upon giving 24 hours previous notice in writing to view the state and condition thereof.

(iii) At the expiration or sooner determination of the said term to deliver the said premises to the lessor.

3. The lessor covenants with the lessee :—

(i) That the lessee paying the rent hereby reserved and performing and observing the several covenants by the lessee herein contained may peacefully hold the said premises during the said term without any interruption by the lessor or any person claiming under him.

(ii) To pay all existing and future taxes, rates, assessments and other outgoings of every description for the time being payable in respect of the said premises.

(iii) To pay at his own expense insurance premium if the building is insured by him.

(iv) At his own expense to well and sufficiently repair the demised premises and to keep the same in good and habitable repair and condition.

(v) At the written request of the lessee or his authorised officers made one Calendar month before the expiration of the term hereby created to grant to the lessee a lease of the demised premises for a further term of or for such shorter period as may be necessary for the Government to arrange to provide by itself by purchase, lease or otherwise suitable alternative land and buildings at (as to the suitability of which it shall be the sole judge) and the monthly rent hereunder shall be Rs. until such other sum or sums more or less than Rs. shall from year to year be certified by the Executive Engineer, Public Works Department, Division, to be the true fair rent of the demised premises, then that sum or in succession these sums shall be the rent or rents from time to time thereof and for the periods so fixed by the said officer and containing the like covenants as are herein contained including the covenant for renewal.

(vi) Provided always and it is hereby expressly agreed and declared that in case the lessor shall make default in respect of the said repairs for two weeks after receipt of notice in writing from the Director of Animal Husbandry, Madras, for the time being requiring him to effect the same or in payment of the said taxes, rates, assessments or other outgoings as aforesaid it shall be lawful for the lessee to execute such repairs or to pay the said charges or all or any of such taxes, rates, assessments or other outgoings and deduct the cost of such repairs or such payments as the case may be out of the amount of any rents which shall then be or may thereafter become payable under or by virtue of these presents.

In witness whereof the lessor and the Director of Animal Husbandry, Madras, by order and direction of the Government of Madras acting for and on behalf of the lessee have hereunto set their respective hands the day and year first above written.

THE SCHEDULE ABOVE REFERRED TO

All the piece of parcel of land bearing survey numbers, construction on situated in street, in the town of in the registration district and bounded on the north by on the east by and on the south by and on the west by and containing by admeasurement be the same a little more or less.

SIGNED, sealed and delivered by the above lessor in the presence of witnesses:

(1)

(2)

SIGNED, sealed and delivered by the abovenamed lessee in the presence of witnesses:

(1)

(2)

APPENDIX C.

[*See* paragraph 70 (6).]

(G.O. No. 2553, Development, dated 14th October 1938 and G.O. No. 1754, Development, dated 30th July 1940.)

STATEMENTS PRESCRIBING THE AUTHORITY WHO SHOULD PREPARE AND MAINTAIN THE PERSONAL FILES AND THOSE WHO SHOULD SCRUTINISE THEM.

Grade of officers.	*Authorities who should prepare and maintain personal files.*	*Authorities who should scrutinize personal files.*
(1)	(2)	(3)
MADRAS ANIMAL HUSBANDRY SERVICE.		
Class I.		
Category—		
Director of Animal Husbandry ..	Secretary to Government.	....
Principal, Veterinary College, Madras.	Director of Animal Husbandry.	....
Professors and Lecturers, Veterinary College, Madras.	Prepared by the Principal and maintained by the Director of Animal Husbandry.	....
Research Officer under the Helminthiasis Scheme.	Do.	....
District Veterinary Officers	Director of Animal Husbandry.	....
Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	Do.	....
Research Officer, Institute of Veterinary Preventive Medicine, Ranipet.	Do.	....
Special Officer, Freeze Dried Vaccine, Institute of Veterinary Preventive Medicine, Ranipet.	Do.	....
Superintendents, Livestock Farms ..	Prepared by the Deputy Director of Animal Husbandry (Livestock), and maintained by the Director of Animal Husbandry.	....
Poultry Development Officer, Madras ..	Do.	
Sheep and Goat Development Officer, Madras.	Do.	....
Superintendent, Kangayam Cattle Improvement Scheme.	Do.	....
Inspector of Key Village, Kangayam ..	Do.	
Special Officer, Artificial Insemination, Madras.	Do.	....
Veterinary Disease Investigation Officer, (Cattle), Ranipet.	Director of Animal Husbandry.	....
Veterinary Disease Investigation Officer (Sheep and Goats), Ranipet.	Do.	....
Veterinary Disease Investigation Officer, (Poultry), Ranipet.	Do.	....

Grade of officers. (1)	Authorities who should prepare and maintain personal files. (2)	Authorities who should scrutinize personal files. (3)
MADRAS ANIMAL HUSBANDRY SERVICE—*cont.*		
Class II.		
Inspector of Livestock, Forest Department.	Prepared by the Conservator of Forests, Ootacamund Circle and maintained by the Director of Animal Husbandry.	Director of Animal Husbandry.
MADRAS ANIMAL HUSBANDRY SUBORDINATE SERVICE.		
Class I.		
Veterinary Assistant Surgeons in the Director's Office.	Director of Animal Husbandry.	....
Veterinary Assistant Surgeons in Veterinary College, Madras.	Prepared by the Principal and maintained by the Director of Animal Husbandry.	Director of Animal Husbandry.
Veterinary Assistant Surgeons in the Institute of Veterinary Preventive Medicine, Ranipet.	Prepared by the Superintendent and maintained by the Director of Animal Husbandry.	Do.
Veterinary Assistant Surgeon under the Veterinary Disease Investigation Officer (Cattle).	Prepared by the Veterinary Investigation Officer and maintained by the Director of Animal Husbandry.	Do.
Veterinary Assistant Surgeon working as Extension Officer of Animal Husbandry in National Extension Service.	Prepared by Block Development Officer and maintained by the Director of Animal Husbandry.	....
Veterinary Assistant Surgeons in the Live stock Section.	Prepared by the Superintendents in Livestock Farms and maintained by the Director of Animal Husbandry.	Deputy Director of Animal Husbandry (Livestock).
Veterinary Assistant Surgeons in the districts and Veterinary Assistant Surgeons under the District Veterinary Officer, Madras.	Prepared by the District Veterinary Officers concerned and maintained by the Director of Animal Husbandry.	Deputy Director of Animal Husbandry (Veterinary).
Veterinary Assistant Surgeons in the Agricultural College, Coimbatore.	Prepared by the Junior Lecturer in Agriculture and Assistant Superintendent, Central Farm, Coimbatore.	Senior Lecturer in Agriculture and Superintendent, Central Farm, Coimbatore.
Veterinary Assistant Surgeons under the Inspector of Livestock, Forests Department.	Prepared by the Inspector of Livestock and maitained by the Director of Animal husbandry.	Director of Animal Husbandry.

Grade of officers.	Authorities who should prepare and maintain personal files.	Authorities who should scrutinize personal files.
(1)	(2)	(3)
MADRAS ANIMAL HUSBANRY SUBORDINATE SERVICE—*cont.*		
Class I—cont.		
Veterinary Assistant Surgeons working in Artificial Insemination Centres.	Prepared by special Officer, Artificial Insemination, Madras and maintained by Director of Animal Husbandry.	Deputy Director of Animal Husbandry (Livestock).
Veterinary Assistant Surgeons under the Key Village Scheme.	Prepared by the Inspector of Key Village, Kangayam and maintained by Director of Animal Husbandry.	Do.
Class II.		
Veterinary and Livestock Inspectors, Stockmen Compounders and Compounders—		
in the Veterinary College Hospital.	Principal, Veterinary College, Madras.	Director of Animal Husbandry.
In the Livestock Research Station, Hosur and Livestock Farms.	Superintendent, Livestock Research Station, Hosur Cattle Farm and Superintendents of Farms.	Deputy Director of Animal Husbandry (Livestock).
In the Veterinary Hospital attached to the Agricultural College, Coimbatore.	Junior Lecturer in Agriculture and Assistant Superintendent, Central Farm, Coimbatore.	Senior Lecturer in Agriculture and Superintendent, Central Farm, Coimbatore.
In other Veterinary Hospitals and Dispensaries.	District Veterinary Officers concerned.	Deputy Director of Animal Husbandry (Veterinary).
Class III.		
Artist and Photographer in the Veterinary College, Madras.	Principal, Veterinary College, Madras.	Director of Animal Husbandry.
Artists and Photographers attached to the propaganda unit.	District Veterinary Officer, Madras.	Do.
Mechanic in the Veterinary College, Madras.	Principal, Veterinary College, Madras.	Do.
Mechanic in the Livestock Research Station, Hosur.	Superintendent, Livestock Research Station.	Deputy Director of Animal Husbandry (Livestock).
Mechanic, Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	Director of Anima Husbandry.
MINISTERIAL SERVICE.		
Director's Office—		
Personal Assistant	Director of Animal Husbandry.	....
Other staff	Prepared by the Personal Assistant and maintained by the Director of Animal Husbandry.	....

Grade of officers. (1)	Authorities who should prepare and maintain personal file. (2)	Authorities who should scrutinize personal files. (3)
	MINISTERIAL SERVICE—*cont.*	
Veterinary College, Madras	Principal, Veterinary College, Madras.	Director of Animal Husbandry.
Institute of Veterinary Preventive Medicine.	Superintendent, Institute of Veterinary, Preventive Medicine.	Do.
Office of the Veterinary Disease Investigation Officer (Cattle).	Veterinary Disease Investigation Officer (cattle).	Do.
Office of the Superintendent, Livestock Research Station, Hosur and Livestock Farms.	Superintendents, Livestock Research Station and Livestock Farms.	Deputy Director o Animal Husbandry (Livestock).
District Veterinary Offices	District Veterinary Officers concerned.	Deputy Director of Animal Husbandry (Veterinary).
Office of Poultry Development Officer.	Poultry Development Officer.	Deputy Director of Animal Husbandry (Livestock).
Office of Veterinary Disease Investigation Officer (Poultry).	Veterinary Disease Investigation Officer (Poultry).	Director of Animal Husbandry.
Office of Veterinary Disease Investigation Officer (Sheep and Goat).	Veterinary Disease Investigation Officer (Sheep and Goat).	Do.
Office of Superintendent, Kangayam Cattle Improvement Scheme.	Superintendent, Kangayam Cattle Improvement Scheme.	Deputy Director of Animal Husbandry (Livestock).
Office of Special Officer, Artificial Insemination.	Special Officer, Artificial Insemination.	Do.
Office of Inspector of Key Villages ..	Inspector of Key Villages.	Do.

APPENDIX D.

[*See* paragraphs 285 (5) and 296 (1).]

List of Index Heads.

This is a general list and many of the headings may not be required in some offices. A head may be used alone or in combination with any sub-head. Any head may, if appropriate be used as a sub-head under any other head. Personal papers relating to officials should be indexed under the name of the officer concerned. Heads in brackets are not generally to be used as heads, but only, if necessary, as sub-heads. No head or sub-head should be introduced in the list unless approved by the Director.

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(Birth and death—*See* Statistics.)
(Black-quarters—*See* Cattle disease.)
(Blankets—*See* Clothing).
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  (General orders about—Individual orders inflicting—to be indexed under the personal name of the officer fined).
Finger-prints.
Fire.
Flags and flagstaffs.

F—*cont.*

Fodder.
(Foot and Mouth Disease—*See* Cattle disease.)
Forests.
(*Fort St. George Gazette*—*See* Gazette.)
Forms.
Frontier.
Fuel.
Funds—
  Appropriation.
  Endowment.
  Expenditure.
  Imperial.
  State.
  Reappropriation.
  Resumption of—
  Surrender of—
  Transfer of—
  (*See* also Allotment.)
  (*See* also Grants.)
Furniture.

Gazette—
  District.
  Fort St. George.
  — of India.
Gazetted officers—
  (General orders only. Orders affecting individuals indexed under their respective names).
Gazetteers.
Glanders.
(Glass—*See* Stores.)
(Glue—*See* Stationery.)
Government.
Government House.
Government Press.
Government Servants' Conduct Rules.
Government Solicitor.
Governor's Tour.
Grants, Discretionary.
Gratuity.
Grazing—
  Fees.
  Forest land.
  Grounds and Rules.

H

Hackney Carriages.
(Hæmorrhagic Septicaemia—*See* Cattle disease.)
Headquarters.
Heads of Departments.
Health certificates.
Hides and Skins.
Hindus.
Holidays.
(Honorarium.)
Honours and titles.
Horses.
(Horse breeding—*See* Breeding.)
(Hospital—*See* Veterinary.)
Hostel.

I

Imports.
Income-tax.
Indents (*See* also Stationery, Stores, etc.)
Index.
Indian Council of Agricultural Research.

I—*cont.*

Indian Institute of Veterinary Research.
Industries.
(Ink—*See* Stationery.)
Inoculation.
Insects and Pests.
Insolvency.
Instruments.
Insurance—
  Life.
  Postal.
Inventions.
(Iron safes—*See* Cash chests.)

J

Jails.
Joining time.
(Judges—*See* Cattle Fairs and shows.)
Jurisdiction.
Jurors.

K

Kerosene oil.
(Keys—*See* locks.)
King Institute.

L

Laboratory.
Labour Commissioner.
Labour Department.
Land—
  Acquisition.
  Alienation.
  Encroachment.
Leases.
Leathal chamber.
Leave.
Legislative Assembly.
Legislative Council.
Library.
Licences.
(Life Assurance—*See* Insurance.)
Limitation.
(Liveries—*See* Clothing.)
Loans (*See* also Advances.)
Livestock.
Local Bodies.
(Local Purchase—*See* Stores.)
Locks.
Lorry and Lorry Drivers.
Lymph—*See* Vaccine.)

M

(Machines—*See* Plant and Machinery.)
Magistrates.
Malaria.
Manual.
Manure.
Maps.
Markets.
Medals.
Medical Department.
Medical Practitioners.
Medical Stores—
  Medicine Chest.
  Medicines (etc.)
Medicine, Indigenous systems, Ayurvedic, etc.
(Memorial—*See* Petitions.)
Menials.
(Methylated Spirits—*See* Medical Stores.)
Military.

M—*cont.*

Misappropriation.
Misconduct, Official, Professional.
Monsoon.
(Morphia—*See* Drugs.)
Motor Vehicles.
(Mule-breeding—*See* Breeding.)
(Municipal—*See* Local Bodies.)
Museum.

N

National Extension Service.
Newspapers.
Non-co-operation.
Nuisances.

O

Oaths.
(Objection Statements—*See* Audit, Accounts.)
(Office Accommodation—*See* Buildings.)
Office Orders—
(General orders regarding their issue, etc. Individual orders will be indexed under their subject heads.)
Office Procedure or Routine.
Oils.
Opium.

P

Panchayats.
(Paper—*See* Stationery.)
Parliamentary Questions.
Passports.
Pasteur Institute.
(Pay—*See* Salary.)
Pay Bill (*See* also Treasury.)
Pensions—
Applications.
Compassionate.
Extraordinary.
Family.
Invalid.
Retiring.
Superannuation, etc.
Periodical Returns.
(Periodicals—*See* Books and Publications.)
Permanent Advance. (*See* also Advances.)
(Permits—*See* Imports and Exports.)
(Pests—*See* Insects.)
Petitions (General Orders regarding.)
(Petrol—*See* Motor Vehicles.)
(Petty Construction—*See* Works.)
Pipes.
Plague.
Plans.
Planning and Development.
Plant and Machinery.
Police.
Political agitation.
(Pony-breeding—*See* Breeding.)
(Poramboke—*See* Land.)
Post-graduate course.
Post-mortem.
Post Office.
Poultry.
(Pounds—*See* Cattle Pounds.)
Press (*See* also Government Press.)
Press Communiqué.
(Prevention of cruelty to animals—*See* Cruelty to animals.)

P—*cont.*

Prices, Control of.
(Printing—*See* also Press, Stationery.)
(Progress reports—*See* Periodical Returns.)
Propaganda.
Provident Fund, General.
Public Prosecutor.
Public Servants.
Public Works.
Public Works Department (P.W.D.)
Public Works Workshops.
(Publications—*See* Books and Publication.)
Publicity—*See* Propaganda.
Pumping and Boring.

Q

Quarters.
Quarantine.
Questions. (*See* Legislative Council.)
Quinine (*See* also Malaria.)

R

Rabies.
Railways.
(Rainfall—*See* Season Report.)
Rain-gauge.
Rates and Taxes.
Records.
Refunds (*See* also Accounts.)
Registers.
Registration Department.
Relinquishments.
Remittances.
Rent.
Reports.
(Reports and returns—*See* Periodical returns.)
(Reserve Forests—*See* Forests.)
(Residences—*See* Buildings, Typedesigns and quarters.)
Resignation.
Retirement (General orders, Individual cases to be indexed under personal names.)
Returns.
Revenue Department.
Rewards.
(Rinderpest—*See* Cattle Diseases.)
Route book.
Rubber Stamps.

S

(Safes—*See* Cash Chests.)
Salary.
(Salt—*See* Cattle Food.)
Sanction, Powers of.
Sanitation.
Savings Banks.
Scavenging.
Scholarship.
(Schools—*See* Education.)
(Sealing wax—*See* Stationery.)
Season report.
Secretariat.
Security.
Sera and Vaccines.
Serum.
Service—
Inferior.
Superior.
War.

S—*cont.*

Service Books and **Rolls**.
Shorthand.
Sites.
Slaughter-houses.
Small-pox.
Snakes.
Soaps.
Societies, Co-operative Credit.
(S.P.C.A.—*See* Cruelty to animals.)
Soldiers—*See* Military.
Spare copies.
Special duty.
(Special Tests—*See* Examinations.)
Specimens.
(Spirits—*See* Medical Stores.)
Stallions.
Stamps.
Stationery—
  Covers.
  Flatfile cases.
  Forms.
  Ink.
  Paper, etc.
Statistics—
  Agricultural.
  Season report.
Stores.
Strikes.
(Study leave—*See* Leave.)
Subordinate officers—
  (General orders only. Orders affecting individuals to be indexed under their names).
Suits.
Summons.
(Superannuation Pension—*See* Pensions.)
(Surrender of Funds—*See* Funds, Budget.)
Survey.
Suspension—
  (General orders on this subject. Individual cases will be indexed under the personal name of officer concerned.)

T

Tahsildars.
Tanks.
(Tanning—Vide Hides and Skins.)
Tappal.
(Technical Education—*See* Education.)
Telegrams.
Telephones.
Tents.
Theft.
(Thumb-impressions—*See* Finger Prints.)
(Time-scale—*See* Salaries.)
Title-deeds.
(Toll-gate—*See* Tolls.)

T—*cont.*

Tolls.
(Tools and Plant—*See* Apparatus and Materials.)
Touring.
Touring Billets.
Touring Officers.
Trade.
Transfer of Officers—
  (General orders only. Individual cases will be indexed under the personal names of the officers concerned.)
Transfer property.
Travellers' Bungalows.
Travelling Allowances (*See* also Allowances.)
Treasury.
Trees.
Tuberculosis.
Type-designs.
Typewriters.
(Typists—*See* Establishment.)

U

(Uniforms—*See* Clothings.)
(Unions—*See* Local bodies.)
University. (*See* also Education.)
(Unani—*See* Medicine, indigenous system.)

V

Vaccination.
Vaccine.
Veterinary (Veterinary)—
  Assistant Surgeons.
  College.
  Dispensary.
  Hospital.
  Institutions.
Village Officers.
(Village Panchayats—*See* Panchayats.)
Viscera.
(Vital Statistics—*See* Statistics.)
(Voting—*See* Elections).

W

Wages.
(Wagon—*See* Railways.)
(Warm clothing—*See* Clothing.)
Warrant.
Water.
Weights and Measures.
Wells.
Wild animals.
Wild birds.
Wool.
Works. Public Works, Petty Construction Completion reports, etc.
Workshops.

X

(X-Ray apparatus—*See* Laboratory.)

APPENDIX E.

[*See* paragraph 284 (4).]

LIST OF PERIODICAL RETURNS.

Serial number and name of return.	*From whom due.*	*To whom due.*	*Due date.*	*Head Office Reference number.*	*Paragraph of the Manual.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Weekly.				
1 Market price of cattle, fodder, sheep and wool for week ending Saturday.	District Veterinary Officer, Madras, Veterinary Assistant Surgeons in charge of Veterinary Institutions, Ranipet, Pollachi, Manapparai, Tiruchirappalli and Touring Veterinary Assistant Surgeons, Salem and Hosur.	Director of Statistics, Fort St. George, Madras-9.	Mondays ..	R. Dis. No. 4985-IV/51.	173	..
2 Statement of out-break reports received or pending during the week ending Saturday.	Touring Veterinary Assistant Surgeons.	District Veterinary Officer.	Do. ..	..	194 (1)	..
3 Weekly progress reports on Village Livestock Improvement centres—(Saliyamangalam and Malli) ending Saturday.	Touring Veterinary Assistant Surgeons concerned in charge of the centres.	Do.	Do. ..	..	..	..
3 A Do.	District Veterinary Officers.	Director ..	Tuesdays ..	..	..	..
		Monthly.				
1 Appointments and promotions made during the previous month.	Departmental officers ..	Madras Public Service Commission, Copy to Director.	5th	D. Dis. No. 2276-A/37; D. Dis. No. 1815 A/38.	..	Madras Public Service Commission, 15th.
2 Absentees statement of the Executive subordinate staff for the previous month.	Do. ..	Director ..	5th	D. Dis. No. 2872-III/40.	447	Accountant-General, 20th.

Serial number and name of return. (1)	From whom due. (2)	To whom due. (3)	Due date. (4)	Head Office Reference number. (5)	Paragraph of the Manual. (6)	Remarks. (7)
		Monthly—cont.				
3 List of cases of corruption among Government servants during previous month.	Departmental officers ..	Director ..	5th	No. 7069-III/47.	..	Government, 20th.
4 Receipts and Expenditure of Potassium Chlorate and Sulphur in the previous month.	Principal	Inspector of Police, Vepery.	5th	..	..	..
5 Statement of fodder required for poultry, breeding bulls, etc., maintained during the month.	Veterinary Assistant Surgeons in charge of Veterinary Institutions.	District Veterinary Officers.	5th	..	..	..
6 Poultry statement for the previous month.	Veterinary Assistant Surgeons in charge of Veterinary Institutions concerned.	Do.	5th	..	176 (2)	..
6 A Do.	Farms and District Veterinary Officers.	Poultry Development Officer.	10th	..	176 (2)	..
6 B Poultry statement for the previous month (consolidated).	Poultry Development Officer.	Director ..	20th	..	176 (2)	..
7 Inspection report of Co-operative Milk supply Organizations and Societies during the previous month.	Veterinary Assistant Surgeons.	District Veterinary Officers.	5th	..	129 (2)	..
8 Diaries of Touring Veterinary Assistant Surgeons for the previous month.	Touring Veterinary Assistant Surgeons.	Do.	5th	..	157	..
9 Diaries of Touring Departmental Officers for the previous month.	Departmental Officers.	Director ..	5th	..	..	..

10 Monthly progress report on the working of the Sheep Farm, Ootacamund.	Sheep and Goat Development Officer.	Do.	5th	..	..	..	Government, 10th.
11 Monthly progress report of American Arcot Mission, Model Farm.	Principal, American Arcot Mission, Katpadi.	Do.	5th	..	..	..	..
11A Monthly progress report of Sub-Farm, Arni and Muthathur.	Do.	Do.	5th	..	..	..	..
12 Letter on details of work done in the previous month.	Departmental Officers	Do.	5th	..	..	..	..
13 Anthrax statement for the previous month.	Principal	Do.	7th	..	..	..	..
14 Monthly statement of expenditure—National Extension Service.	Concerned departmental officers.	Do.	10th	..	..	..	Government, 15th.
15 Private Practice Return for the previous month.	Inspector of Livestock, Kozhikode.	Do.	10th	..	D. Dis. No. 1691-III/51.	147	..
16 Consolidated statement of increments due during the current month.	Departmental officers	Do.	10th	..	..	43 (1)	..
17 Monthly brief summary of the activities of the Animal Husbandry Department.	Do.	Do.	10th	..	G.O. No. 4798, Development, dated 30th October 1953; D. Dis. No. 7263-IV/53.	..	Government, 20th.
18 Statement showing the results of preventive inoculations done during the previous month.	Touring Veterinary Assistant Surgeons.	District Veterinary Officers.	10th	..	..	..	..
19 Number of animals treated and castrated in Veterinary Institutions during the previous month.	Veterinary Assistant Surgeon in charge of Veterinary Institutions.	Do.	10th	..	..	119 (1)	..
20 Statement of incidence of infectious diseases occurred during the previous month.	Touring Veterinary Assistant Surgeons.	Do.	10th	..	No. 2658-IV/40; No. 480-IV/42.	198	..

Serial number and name of return.	From whom due.	To whom due.	Due date.	Head Office Reference number.	Paragraph of the Manual.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Monthly—cont.				
20A Statement of incidence of infectious diseases occurred during the previous month.	District Veterinary Officers.	Director ..	15th ..	..	198	..
21 Statement showing the sex of sheep and goats slaughtered in the previous month.	Veterinary Assistant Surgeons.	District Veterinary Officers.	10th	..	..	..
21A Do.	District Veterinary Officers.	Director ..	20th	..	..	..
22 Monthly progress report on the working of the livestock (Cattle) Farm.	Superintendents of all Livestock Farms.	Do. ..	10th	D. Dis. No. 8410-IV/52.	176 (1)	Government, 20th, consolidated.
23 Monthly progress report on the working of the Key Village Centres and Key Farm Centres in Private Institutions.	Inspector of Key Village, Special Officer for Artificial Insemination, Superintendent, Livestock Research Station, Hosur Cattle Farm.	Do. ..	5th	..	..	.. Government, 10th.
24 Monthly progress report on the sheep section at Livestock Research Station, Hosur Cattle Farm.	Superintendent, Livestock Research Station, Hosur through Sheep and Goat Development Officer.	Do. ..	10th	..	176 (1)	..
25 Monthly progress report on the sheep and goats husbandry work done in the State.	Sheep and Goat Development Officer.	Do. ..	10th	..	..	..
26 Monthly progress report on the scheme for grading up of sheep in Hosur taluk.	Do.	Do. ..	10th	..	..	..
27 Monthly progress report of District Poultry Farm, Cannanore.	Poultry Development Officer.	Do. ..	10th	..	176 (1)	..

28 Monthly progress report of Poultry Research Station, Madras.	Do.	Do. ..	10th	..	176 (1)	Government, 20th.
29 Monthly progress report of Poultry Section in the Livestock Farms.	Do.	Do. ..	10th	..	176 (1)	..
30 Statement showing the details of leave granted to Veterinary Assistant Surgeons, etc., by Departmental Officers during the previous month.	Departmental officers ..	Do. ..	15th	D. Dis. No. 1323-III/52.	19 (4)	..
31 Monthly Receipts and Charges statement.	Do. ..	Do. ..	15th of every month and 10th of April.	..	505	..
32 Statement of livestock (cattle/sheep and goat/poultry) died or disposed of during the previous month for writing off the values.	Do. ..	Do. ..	10th	D. Dis. No. 5782-I/52.	169 (5)	..
33 Statement of contagious diseases conditions in the previous month.	District Veterinary Officers.	Director and Indian Council of Agricultural Research.	15th	D. Dis. No. 524-V/48.	201	..
34 Government residences occupation statement for the previous month.	Departmental officers ..	Executive Engineer.	15th	..	409	..
35 Statement of specimens sent for examination during the previous month.	Veterinary Assistant Surgeons.	District Veterinary Officers.	15th	..	202 (14)	..
36 Tour programme of the following month.	Departmental (Touring) officers.	Director ..	25th	..	149 (1)	..
		Bimonthly.				
1 Publication of news letter—Materials.	Departmental officers ..	Director ..	5th January, March, May, July, September and November.	D. Dis. No. 4507-II/48.	..	..

Serial number and name of return. (1)	*From whom due.* (2)	*To whom due.* (3)	*Due date.* (4)	*Head Office Reference number.* (5)	*Paragraph of the Manual.* (6)	*Remarks.* (7)
		Quarterly.				
1 Details of delegation/deputation out of India for inclusion in audit reports.	Director	Accountant-General and Government.	1st January, April, July and October.	D. Dis. No. 13951-III/52.	..	..
2 List of Veterinary Assistant Surgeons, Veterinary and Livestock Inspectors, Stockmen and Compounders showing periods of stay.	Departmental officers ..	Director ..	5th January, April, July and October.	D. Dis. No. 8700-II/41.	28 (3)	..
3 Quarterly Verification of fodder stores.	Superintendent, Institute of Veterinary Preventive Medicine.	Do. ..	Do.	No. 4496-I/41 ..	..	..
4 Inspection of City Police horses.	Principal	Commissioner of Police, Madras.	Do.	..	..	..
5 Corruption—Return of persons discharged for proved or suspected corruption.	Departmental officers ..	Director ..	Do.	..	..	Government, 15th.
6 Military army personal serving under State Government.	Do. ..	Do. ..	Do.	..	..	Government, 10th.
7 Statement showing receipts and disposal of sera and vaccine.	Veterinary Assistant Surgeons.	District Veterinary Officers.	Do.	..	210	..
8 Progress report on the conversion of touring billets into minor veterinary dispensaries.	District Veterinary Officers.	Director ..	Do.	D. Dis. No. 3581-II/54.	..	Government, 15th.
9 Progress report of Animal Husbandry and Veterinary work done in the National Extension Service areas.	Veterinary Assistant Surgeons and Extension Officers.	Block Development Officer concerned.	Do.	..	..	..

9 A	Do.	Block Development Officers.	District Veterinary Officer concerned.	10th January, April, July and October.	..	..	..
9-B	Do.	District Veterinary Officers.	District Collectors.	15th January, April, July and October.	..	.	..
9-C	Do.	District Collectors ..	Government Public (R.D.P.) Department and Director, Madras.	20th January, April, July and October.	..	.	..
10	Progress reports on Poultry Demonstration Units.	Poultry Development Officer.	Director ..	10th January, April, July and October.	..	..	Government, 15th.
11	Stationery Verification Certificate.	Departmental Officers except Principal.	Do. ..	Do.	D. Dis. No. 6495-B/54.	358 (1)	..
12	Statement of meat inspection work done.	Veterinary Assistant Surgeons.	District Veterinary Officers.	Do.	..	139	..
13	Progress report on the working of minor veterinary dispensaries.	District Veterinary Officers.	Director ..	Do.	D. Dis. No. 4700-II/53.	..	..
14	Progress report—Poultry production centres in selected firkas and centres.	Poultry Development Officer.	Do. ..	Do.	..	..	..
15	Progress report on the Village Livestock Improvement centres at Saliyamanagalam, Tanjore district and Malli, Ramanathapuram district.	District Veterinary Officers of Tanjore and Ramanathapuram.	Do. ..	Do.	..	..	Government, 20th.
16	Fees paid to contractors (for purposes of sales-tax).	Departmental Officers ..	Commercial Tax Officer and copy to Director.	15th January, April, July and October.	D. Dis. No. 8179 I/48.	321 (2) and 425 (4)	..
17	Successful detection of corruption among Government servants.	Do. ..	Director ..	Do.	..	..	.

Serial number and name of return.	From whom due.	To whom due.	Due date.	Head Office Reference number.	Paragraph of the Manual.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Quarterly—cont.				
18 Quarterly list of Gazetted Officers in the Madras State.	Departmental Officers ..	Director ..	15th March, June, September and December.	D. Dis. No. 2488-III/40.	..	Government 25th.
19 Resume of work done during the quarter of the official year.	Veterinary Disease Investigation Officers.	Do. ..	15th January, April, July and October.	..	90 (5)	..
20 Progress Report of Post-war Development Schemes and schemes in the five-year plan.	Concerned Officers ..	Do. ..	20th January, April, July and October.	..	..	..
21 Establishment—Technical Services—Appointment of unqualified persons on temporary basis.	Departmental Officers ..	Do. ..	Do.	D. Dis. No. 1677-III/51.	..	..
22 Statement of preventive inoculations conducted.	Touring Veterinary Assistant Surgeons.	District Veterinary Officers.	Do.	..	213	..
		Half-yearly.				
1 Report on the work and conduct of probationers.	Departmental Officers ..	Director ..	Every six months and quarterly during the last half year.	..	..	
2 Statement showing the average daily attendance at Veterinary Institutions.	Veterinary Assistant Surgeons in Veterinary Institutions.	District Veterinary Officers.	5th January and July.	..	..	..
3 List of appeals withheld ..	Departmental Officers ..	Director ..	10th January and July.	D. Dis. No. 63-III/39.	..	..
4 Fodder-water grass cultivation, progress report.	Superintendents of all Farms.	Do. ..	Do.	..	..	..

5 Statement showing the price at which the milk is sold to the Departmental staff and the monthly average of quantity sold.	Superintendents of Farms.	Do. ..	Do. ..	D. Dis. No. 3251-IV/54.	..	..
6 Statement showing the average daily attendance at Veterinary Institutions.	District Veterinary Officers.	Do. ..	15th January and July.	No. 803-IV/41.	119 (3)	..
7 Return of staff in the College.	Principal	Registrar, University of Madras.	15th January and 1st August.	..	..	..
8 Half-yearly list of probationers in Madras Animal Husbandry Service in Madras State.	Director	Government ..	15th January and July	..	..	..
9 Particulars on the working of cattle and Dairy Farms in Madras State as on 1st January and 1st July.	Superintendents and District Veterinary Officers.	Director ..	20th January and July.	D.Dis. No. 3992-V/50.	..	Due to Indian Council of Agricultural Research and copy to Government, 1st February and August.
10 Statement of write-off of negative difference for half-year ending 30th June and 31st December.	Superintendents of Farms.	Do. ..	1st March and September.	..	..	Government, 1st April and October.
11 Statement showing tours performed.	District Veterinary Officers.	Do. ..	10th April and October.	..	163	Government 1st May and 1st November.
12 Irrecoverable outstandings at the Veterinary College Hospital.	Principal	Do. ..	Do.	R. Dis. No. 6460-I/52.	117(1)	..
13 Travelling allowance of State Officers for travelling outside the State.	Principal, Superintendent, Institute of Veterinary Preventive Medicine and Veterinary Disease Investigation Officer.	Do. ..	Do.	..	..	..

Serial number and name of return.	From whom due.	To whom due.	Due date.	Head Office Reference number.	Paragraph of the Manual.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Half yearly—cont.				
14 Half-yearly review of the working of the Key Village Centres and Key Farm Centres in private institutions.	Inspector of Key Village, Special Officer for Artificial Insemination, Superintendent, Livestock Research Station, Hosur Cattle Farm.	Director ..	10th April and October.	..	..	Government, 20th.
15 Indent for electric bulbs required for use in Government buildings.	Concerned Departmental Officers.	Do. ..	15th February and 15th August.	D. Dis. No. 4111-II/50 and D. Dis. No. 951-II/54.	397 (2)	Electrical Engineer (General) Madras, 20th
16 Corrections to the Manual of the Animal Husbandry Department, 3rd edition.	Departmental Officers ..	Do. ..	15th April and October.	..	..	..
17 Correction of Madras Half-yearly Civil List.	Do. ..	Do. ..	10th June and December.	D. Dis. No. 1149-III/53.	..	Government Press, 20th.
		Annual.				
1 Alterations in the Revised Estimates.	Departmental Officers ..	Director ..	5th January ..	..	504	Government, 15th February.
2 Annual Establishment list as on 1st January.	Do. ..	Do. ..	Do. ..	D. Dis. No. 4929-B/56.	..	..
3 Landed property statement of Gazetted Officers.	Do. ..	Do. ..	10th January ..	..		Accountant-General, 20th.
4 Confidential reports	Do. ..	Immediate Superior.	Do. ..	..	70 (1)	..
5 Annual Progress report on National Extension Service of areas for calendar year.	District Veterinary Officers	Director ..	Do. ..	..	..	Government, 20th,
6 Cases of corruption which were successfully detected during the year.	Departmental Officers ..	Do. ..	15th January ..	No. 1041-III/47.	..	..

7 Landed property statement ..	Staff	Controlling Officer.	Do. ..	..	66	..
8 Irrecoverable outstandings in Veterinary Institution for the calendar year.	District Veterinary Officers.	Dirctor. ..	20th January ..	R. Dis. No. 6460-I/52.	117 (1)	..
9 Certificate regarding landed property statement from subordinates.	Departmental Officers ..	Do. ..	5th February ..	..	66	..
10 Certificate regarding verification of service books and rolls.	Do. ..	Do. ..	Do. ..	No. 579-B/36 ..	67 (2)	..
11 Indent for Treasury and Account Code Forms.	Do. ..	Do. ..	15th February.	..	367	Press, 15th March.
12 List showing current value of Livestock for purposes of revaluation.	Superintendents, Poultry Development Officer, Sheep and Goat Development Officer, District Veterinary Officers, Principal, Veterinary College.	Do. ..	1st March ..	..	86 (3)	..
13 List of officers drafted for vacation duty.	Principal	Do. ..	15th March	..	..	..
14 Indent for common forms ..	Departmental officers ..	Countersigning Officer.	Do. ..	..	367	Press, 15th April
15 Revised rates of pay fixed for contingent menials.	Do. ..	Director ..	Do. ..	..	476 (2)	..
16 Budget final appropriation and surrenders.	Do. ..	Do. ..	Do. ..	D. Dis. No. 1703-1/40.	..	..
17 List of General Provident Fund and Contributory Pension-*cum* Provident Fund subscribers working in the district.	Do. ..	Accountant-General and copy to Director.	Do. ..	..	..	..
18 Bovine Lymphangitis Statement.	Do. ..	Director ..	31st March ..	C. No. 3832-I/52.	..	..
19 Permanent Advance acknowledgment.	Staff	Controlling Officer.	5th April ..	..	499 (4)	..

Serial number and name of return. (1)	From whom due. (2)	To whom due. (3)	Due date. (4)	Head Office Reference number. (5)	Paragraph of the Manual. (6)	Remarks. (7)
		Annual—cont.				
19A Permanent Advance acknowledgment.	Departmental officers ..	Accountant-General and Director.	15th April ..	..	499 (4)	..
20 Technical Programmes of Disease Investigation Officers and Indian Council of Agricultural Research Scheme.	Concerned Departmental officers.	Director ..	10th April ..	D. Dis. No. 8197-I/48.	90 (2)	Government, 1st June.
21 Fees paid to contractors during the previous Financial year (for purposes of income-tax).	Departmental officers ..	Do. ..	Do. ..	..	321 (1)	Income-tax Department, 1st May.
22 Statement showing the strength of permanent office staff.	Do. ..	Accountant-General.	Do. ..	..	..	..
22A Statement showing the strength of Permanent Executive Staff.	Do. ..	Director ..	Do. ..	..	..	..
23 Stores Verification certificate.	Subordinate staff ..	Controlling Officer.	Do. ..	..	349 (3)	..
23A Do.	Departmental officers ..	Director ..	15th April ..	..	349 (3)	..
24 Annual Progress Report on details of work done during official year in the National extension areas.	Do. ..	Do. ..	10th April ..	..	..	Government, 20th.
25 Annual Administration Report.	Staff	Controlling Officer.	Do. ..	..	..	..
26 Consolidated progress report on the working of the Key Village centres and Key Farm centres in private institutions.	Inspector of Key Village, Special Officer for Artificial Insemination, Superintendent, Livestock Research Station.	Director ..	Do. ..	..	..	Government, 20th.

27	Summary report of Indian Council of Agricultural Research Scheme.	Concerned officers ..	Do. ..	Do. ..	..	..	Due to Indian Council of Agricultural Research through Government. 31st July.
28	Annual statement of milk yields in the Farms for the year 195 –195 .	Superintendents of Farms.	Do. ..	Do. ..	D. Dis. No. 2020-IV/52.	..	Government, 15th April.
29	Annual Administration Report (Livestock section).	Departmental officers ..	Do. ..	15th April ..	..	311	Government, 15th May.
30	Number of attendants employed in Veterinary Institutions.	District Veterinary Officers.	Do. ..	Do. ..	..	475 (4)	..
31	Opium and its preparations used in Veterinary practice.	Veterinary Assistant Surgeons.	District Veterinary Officers.	Do. ..	..	324 (4)	..
31A	Do.	District Veterinary Officers.	Director ..	1st May ..	..	324 (4)	..
32	Statement of Expenditure incurred on maintenance of Government buildings.	Departmental officers ..	Do. ..	15th April ..	D. Dis. No. 4103-II/44.	..	..
33	Meat Inspection Report from Veterinary Assistant Surgeons employed full time by municipalities.	District Veterinary Officers.	Do. ..	Do. ..	..	..	..
34	Statement in the prescribed pro forma showing the particulars of the Madras Veterinary College.	Principal	Do. ..	Do. ..	D. Dis. No. 249-II/53.	..	Government, 1st May.
35	Amount collected as sales tax.	Departmental officers ..	Commissioner of Commercial Taxes, copy to Director.	20th April ..	..	425 (3)	..
36	Strength of staff in the Animal Husbandry Department at the end of the Financial year.	Director	Indian Council of Agricultural Research.	1st May ..	..	..	..

Serial number and name of return.	From whom due.	To whom due.	Due date.	Head Office Reference nnmbe.	Paragraph of the Manual.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Annual—cont.				
37 Contribution from local bodies for maintenance of Veterinary Institutions.	District Veterinary Officers.	To local body concerned; copy to Director and Accountant-General.	1st May	..	96 (1)	..
38 Annual Administration Report.	Departmental officers ..	Director ..	25th April ..	..	311	Government, 1st July.
39 Statement showing vacancies (excluding leave vacancies) in the Ministerial service likely to arise in the following calendar year.	Do. ..	Do. ..	15th May ..	D. Dis. No. 5138-III/44.	..	..
40 Annual stock account for inclusion in the appropriation accounts.	Superintendents of Farms, Poultry Development Officer, Sheep and Goat Development Officer, and Inspector of Key Villages.	Do. ..	20th May ..	..	..	..
41 Return regarding verification of securities. (Madras Financial Code, Article 236.)	Departmental officers ..	Do. ..	25th May ..	..	..	..
42 Loss due to extra statutory remissions for the previous Financial year under Article 36, Madras Financial Code, Volume I.	Do. ..	Do. ..	1st June ..	D. Dis. No. 1880-B/38.	..	Accountant-General, 15th June.
43 Annual Return of Educational Institutions.	Principal	Director of Public Instruction.	Do. ..	..	..	..
44 Amount spent on petty construction and repairs to buildings borne on the Public Works Department Registers.	Departmental officers ..	Executive Engineers concerned.	Do. ..	..	402 (2)	..

45 Recruitment by transfer to Madras Animal Husbandry Service.	Director ..	Government ..	2nd June ..	..	..	..
46 Forecast of European stores..	Departmental officers ..	Director ..	10th June ..	..	..	..
47 Budget—Statement of numbers and fixed allowances.	Do. ..	Do. ..	15th June ..	..	502	Government, 1st August.
48 Reservation of appointments for Backward Classes.	Do. ..	Do. ..	Do. ..	D. Dis. No. 2628-III/52.	..	Government, 1st July.
49 Indian Council of Agricultural Research—Schemes sponsored by—Practical application of results of records.	Due from concerned officers.	Do. ..	Do. ..	D. Dis. No. 5048-II/51.	..	To Government 15th July.
50 Detailed Report of Indian Council of Agricultural Research Schemes.	Concerned officers ..	Do. ..	25th June ..	..	..	Due to Indian, Council of Agricultural Research through Government, 31st July.
51 Periods of vacation duty done by Gazetted Officers.	Principal	Do. ..	5th July ..	..	24 (4)	..
52 Statement showing the withdrawal of bulls under District Board Scheme.	District Veterinary Officers.	Do. ..	Do. ..	..	..	..
53 Veterinary Colleges and Schools in the State.	Principal	Do. ..	15th July ..	D. Dis. No. 249-II/53.	..	..
54 Indent for printed economy labels.	Departmental officers ..	Countersigning Officer.	Do. ..	R. Dis. No. 2189-II/53.	367	Press, 1st September.
55 Indent for common and confidential covers (in duplicate).	Do. ..	Director ..	1st August ..	D. Dis. No. 4740-II/53.	367	Do.
56 Indent for stationery articles.	Do. ..	Countersigning Officer.	Do. ..	R. Dis. No. 2189-II/53.	353 (1)	..
57 List of veterinary institutions requiring compounders for inclusion in the Part II Schemes.	District Veterinary Officers.	Director ..	5th August ..	..	97 (3)	..
58 Budget Estimates for the following year	Departmental officers ..	Do. ..	10th August ..	..	503	Government, 5th October.

Serial number and name of return.	*From whom due.*	*To whom due.*	*Due date.*	*Head Office Reference number.*	*Paragraph of the Manual.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Annual—cont.				
59 Indent for Special Veterinary Forms.	Departmental officers ..	Director ..	15th August ..	No. 1064-II/47 ..	367	Press, 15th September.
60 List of books required for the Veterinary College Library.	Principal	Do. ..	Do. ..	..	..	..
61 Education Annual Report : ..	Do.	Registrar, Madras University.	20th August ..	..	..	..
62 Hostel Return	Do.	Do.	Do. ..	..	..	..
63 Matriculation Return ..	Do.	Do. ..	25th August ..	..	..	..
64 Minor works costing Rs. 2,500 and above and below 2,500 to be carried out by the Public Works Department during the following year.	Departmental officers ..	Director ..	1st September.	D. Dis. No. 6471-II/46.	398 (1)	Chief Engineer, Public Works Department (G and B), Madras, 1st October.
65 Part II Scheme (if any) for the following year.	Do. ..	Do. ..	Do.	..	392 (7)	..
66 Statement showing the expenditure incurred on the maintenance of grounds, lawns and gardens in the compounds of Government buildings in Madras City.	Principal, District Veterinary Officer, Madras Poultry Development Officer, Special Officer, Artificial Insemination.	Do. ..	15th September.	D. Dis. No. 6677-II/52.	..	Government, 15th October.
67 Recruitment direct to Madras Animal Husbandry Service.	Director	Government ..	7th October ..	..	..	..
68 Return showing the Scheduled Castes and Scheduled Tribes representation in the service as on 30th September.	Departmental officers ..	Director ..	10th October ..	D. Dis. No. 12651-III/52.	14	Government, 20th October.

69 Certificate of General Provident Fund withdrawals for insurance premia.	Do. ..	Accountant-General.	With October pay bills.	D. Dis. No. 6045-I/42.	..	..
70 Gazetted Officers who desire to go on leave exceeding three months during the following year.	Do. ..	Director ..	15th November.	..	..	Government, 1st December
71 Salient features for the Calendar year.	Do. ..	Do. ..	5th December and 3rd January.	..	312	..
72 Balance of stationery articles on hand on 1st December.	Veterinary Assistant Surgeons.	District Veterinary Officers.	5th December.	..	353 (2)	..

APPENDIX F (1).

[*See* paragraph 354 (2).]

Fixed Scale for Periodical Supply of Stationary Articles.

	Monthly.		*Annual.*					*Biennial.*			*Four years.*	*Five years.*	*Ten years.*		
Officers.	*Blotting paper.*	*Steel nibs.*	*Black lead pencil.*	*Red lead pencil.*	*Blue lead pencil.*	*Drawing pencil.*	*Copying ink pencil.*	*Pencil eraser.*	*Pen-holders.*	*Metal point protector for copying ink pencil.*	*Pen-knives.*	*Slates.*	*Rulers, round.*	*Wooden flats with lead.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Gazetted officers, each	1	3	4	1	1	..	1	2	1	1	1	..	1	4	
Assistant Lecturers, each	1	3	4	..	..	..	..	2	..	..	1	..	..	..	
Veterinary Assistant Surgeons, Farm Managers and Dairy Assistant, each.	1	3	4	..	..	..	1	2	1	1	1	..	1	2	
Compounders, Stockmen and Fieldmen, each	¾	3	2	..	..	..	..	2	..	..	..	..	..	..	
Section Superintendent's Head Clerk and Accountants, each.	¾	3	4	..	..	..	1	2	1	1	1	1	1	4	
Clerks and Store-keepers, each	½	3	2	..	..	..	1	2	1	1	1	..	..	2	
Librarian	½	3	4	..	..	..	..	2	..	..	1	..	1	..	
Typists, each	¾	3	2	..	..	..	..	2	..	..	1	..	1	..	
Telephone Clerk	..	..	..	..	..	..	1	..	..	1	..	..	..	..	
Artists, Photographers, each	¾	3	..	..	..	..	..	2	2	..	1	..	..	..	
Attenders and Copyists, each	½	3	2	..	..	..	..	2	1	..	..	..	..	..	
Laboratory attenders and Maistries, each	½	3	2	..	..	..	..	1	..	..	..	..	..	..	
Carpenters and packers, each	..	..	2	..	..	..	..	..	..	..	..	..	..	..	
Mechanics, each	½	3	2	..	..	..	..	1	..	..	..	..	..	..	
Stable Jamedar	..	..	2	..	..	..	..	..	..	..	..	..	..	..	

APPENDIX F (2).

[*See* paragraph 354 (2).]

LIST OF STATIONERY ARTICLES SPECIAL TO THE ANIMAL HUSBANDRY DEPARTMENT.

I. General.

1 Paper, carbon (pencil) No. 30-G, hard-coated, blue on one side 13" 8" foolscap.	To Director of Animal Husbandry at two quires per annum. To Principal, Veterinary College, according to requirements. To District Veterinary Officers at one quire per annum. To Veterinary Assistant Surgeons at 12 sheets each per annum.
2 Tear-off blocks, large and small	To the Director, the Superintendent, Institute of Veterinary Preventive Medicine and the Principal only in the Veterinary College.
3 Flag cases	....
4 Paper, blue laid, Imperial 72 lb., ruled 1/10" scale (Government Press make).	To District Veterinary Officers and the Superintendent, Institute of Veterinary Preventive Medicine and the District Veterinary Officers on the basis of actual requirements.

II. Veterinary College.

(*a*) For College and Hospital—	
(1) Prescription book of 200 pages each.	According to requirements.
(2) Prescription book of 4 quires each ..	Do.
(3) Chalk, coloured, prepared	Do.
(4) Chalk, white, prepared in boxes ..	Do.
(*b*) For Artist Photographer—	
(1) Paper, drawing, cartridge in rolls of 100 yards, 40" wide.	....
(2) Paper, drawing, Imperial, 72 lb. ..	....
(3) Paper, section, Imperial, 72 lb. 1/5" scale.	18 sheets per annum.
(4) Printing, Imperial, 40 lb., ruled, 1/10" scale.	Do.
(5) Paper, drawing, double elephant, 40" 26¾", 130 lb.	....
(6) Paper, double crown, tissue, 7 lb. ..	....
(7) Pins, drawing, brass	....
(8) Brushes, sable hair of sizes	....
(9) Sponge, 1oz. pieces	....
(10) Pencils, drawing	....
(11) Joseph Gillot's crow quills, No. 659 in cards of 12 with a holder.	....
(12) Soft rubber pieces	4 per annum.
(13) Colour saucers, large, flat	....
(14) Do. round, smooth ..	....
(15) Do. round, rough	....
(16) Colour cakes of sorts	....
(17) Liquid waterproof ink, of colours ..	....
(18) Colour box, first sort, 18 colours, mahagony.	....
(19) Paper, tracing, extra strong, parchment, for detailed drawing, 60" wide, in rolls of 50 yards.	For tracing, drawing sketches from books and other charts, maps and diagrams and for blue prints and ferro prints.
(20) White cartridge, royal, 40 lb. ..	For drawings and labels only as per average 12 sheets per annum.
(21) Section paper, Imperial, 72 lb. 1/12" scale.	

II. Veterinary College—cont.

(22) Europe card-boards, white, 8 sheets thick, for mounting photographs, coloured drawings and preparing descriptive cards.	25 per annum.
(23) Gillott's Magnum Bonum, No. 227 ..	2 boxes of 12 with a holder, biennially.
(24) Gillotts—292-F	12 annually.
(25) Ink erasers	2 per annum.

(G.O. Ms. No. 590, Finance, dated 29th August 1933; Ms. No. 780, Finance, dated 18th December 1934; Ms. No. 377, Finance, dated 11th June 1934; Ms. No. 385, Finance, dated 17th June 1934; Ms. No. 257, Finance, dated 24th April 1934; and Veterinary College Principal's letter No. 224, dated 8th February 1935).

III. Propaganda Units District Veterinary Officer, Madras.

For Artist attached to the Propaganda Unit—

	Name of the articles.	*Quantity required.*
1	Drawing boards	Nos. 2
2	"T" squares	,, 2
3	Set squares	Set 1
4	Glass frame 20″ × 24″ for tracing	,, 1
5	Instrument box (Artist variety)	,, 1
	Yearly requirements.	
6	Paper drawing cartridge in rolls of 100 yards of 40″ wide	Roll 1
7	Paper drawing, Imperial, 72 lb.	Sheets 36
8	Paper section, Imperial, 72 lb. 1/5″	,, 36
9	Paper section, Imperial, 72 lb. 1/12″	,, 24
10	Paper drawing, Double elephant, 40″ × 26¾″, 130 lb.	,, 36
11	Paper, Double crown tissue, 7 lb.	,, 48
12	Pins, drawing brass	Nos. 96
13	Brushes, Sable hair Crow (brushes)	,, 16
14	Do. Duck (brushes)	,, 16
15	Do. Goose (brushes)	,, 12
16	Do. Swan (brushes)	,, 8
17	Sponge, 1 oz., pieces	,, 4
18	Pencils, drawings HB	,, 12
19	Do. H	,, 6
20	Do. F	,, 4
21	Joseph Gillet's Crow Quills, No. 659 in cards of 12 with a holder.	,, 2
22	Soft rubber pieces (Artist variety)	,, 8
23	Colour saucer, large flat	,, 2
24	Do. round, smooth	,, 4
25	Do. round, rough	,, 2
26	Colour cakes of sorts (12 colours two in each colour)	,, 24
27	Liquid water proof ink, black	Bottles 20
28	Do. red	,, 2
29	Do. blue	,, 2
30	Colour box, first sort, 18 colours, Mahagony boxes	,, 2
31	Paper tracing, extra strong parchment for detail drawing, 60″ wide, in rolls of 50 yards.	,, 20
32	White cartride, Royal 40 lb.	Sheets 96
33	Belgian Special Ivory boards, 8 sheets thick, for mounting photographs, coloured drawiugs and preparing descriptive cards.	,, 75
34	Gillot's Magnum Bonum, No. 227, 2 boxes of 12 with a holder.	Boxes 2
35	Gillot's Magnum Bonum, No. 292-F, 2 boxes of 12 with a holder	,, 2
36	Ink erasers	Pieces 4
37	Indian ink sticks (big)	Sticks 2
38	Gloy, 20 oz. bottle	Bottle 1
39	Water cups, Porcelain	Nos. 2

APPENDIX F (3).

[*See* paragraph 364 (1).]

SCALE OF CLOTHING SANCTIONED FOR PEONS AND OTHER MENIALS.

Name of office or officer. (1)	*Number and description of menials.* (2)	*Particulars of clothing.* (3)	*Period of wear.* (4)	*Authority,* (5)
Director	Duffadar ..	4 white khadi shervanis .. .. 4 white khadi surwars .. .. 12 yards white khadi mull for turban.	2 years ..	G.O. R. No. 68, Education, dated 2nd February 1953 (R. Dis. No. 13665- II/52).
		1 red sircaband, laced .. .. 1 red cummerband, laced .. 1 red crossbelt, laced	To be renewed when completely worn out but not earlier than 2 years.	....
	3 peons ..	2 white khadi sherwani each .. 2 white khadi surwars each .. 4 yards khadi mull each .. 1 red khadi waist belt with yellow piping each.	1 year ..	G.O. No. 1757, Education, dated 10th June 1950 (D. Dis. No. 4408-II/ 50).
	1 Cycle peon ..	1 water proof cap	3 years ..	G.O. No. 1812, Education, dated 24th November 1941.
	2 camp peons.	2 suits of blue serge consisting of a long coat and trousers, each.	4 seasons ..	G.O. No. 857, Finance, **dated 15th** December 1928.
		1 great coat each .. .. .. 1 pair of boots each	To be renewed when rendered necessary by fair wear and tear.	
		1 blanket each .. .. .. 1 umbrella each	3 seasons ..	
		1 turban each	2 seasons ..	
		2 flannel shirts, each .. .. **2** pairs of socks, each	1 season ..	

Name of office or officer. (1)	*Number and description of menials.* (2)	*Particulars of clothing.* (3)	*Period of wear.* (4)	*Authority.* (5)
		Ordinary clothing.		
Deputy Director of Animal Husbandry (Livestock).	2 peons ..	2 white khadi sherwanis, each .. 2 white khadi surwars, each .. 4 yards white khadi mull for turban, each.	1 year	....
		1 red khadi waist belt with yellow piping, each.	To be renewed when rendered unfit for further use but not earlier than 2 years.	....
		Warm clothing.		
		2 serge suits, each	4 seasons ..	....
		1 great coat, each .. .. .. 1 pair of boots, each	To be renewed when rendered unfit for further use.	....
		1 blanket, each .. .. .. 1 umbrella, each	3 seasons ..	....
		1 red turban, each .. .. 2 flannel shirts, each	2 seasons ..	....
		2 pairs of socks, each	1 season ..	....
		Ordinary clothing.		
Deputy Director of Animal Husbandry (Veterinary).	1 peon ..	2 white khadi sherwanis .. 2 white khadi surwars .. .. 4 yards white khadi mull for turban.	1 year	G.O. Rt. No. 59, Education, dated 31st January 1953 (R. Dis. No. 2054-II/52).
		1 red khadi waist belt with yellow piping.	To be renewed when rendered unfit for further use but not earlier than 2 years.	....

		2 serge suits	4 seasons	....
		1 great coat 1 pair of boots	To be renewed when rendered unfit for further use.	....
		1 blanket 1 umbrella	3 seasons	....
		1 red turban 2 flannel shirts	2 seasons	....
		2 pair of socks	1 season	....
Principal, Veterinary College, Madras.	1 stable jamadar.	2 khaki suits (English pattern) 1 turban (brass laced)	1 year	G.O. No. 385, Finance, 25th May 1905.
	1 postmortem servant.	1 khaki suit (ordinary) 1 khaki mull turban (4 yards)	Do.	G.O. No. 811, Finance, 15th September 1923 and G.O. No. 332, Finance, 16th April 1926.
	1 dissection room attendant, Anatomy section.	Khaki drill half arm shirts, 2 Khaki drill shorts, 2 pairs	Do.	G.O. No. 675, Finance, 5th November 1935 (No. 425-F/35).
	1 ambulance driver.	2 khaki khadi drill coats 2 pairs of khaki khadi drill trousers. 1 forge cap 5 brass buttons	2 years	G.O. No. 617, Development, 16th February 1950 (R. Dis. No. 10419-II/49).
	1 attendant, cattle ward. and 2 dog boys, dog ward.	2 khaki overalls, each	1 year	G.O. No. 1504, Development, 30th October 1935 (D. Dis. No. 425-F/35).
	2 ward attendants.	2 khaki overalls, each	Do.	G.O. No. 207, Development, 14th February 1935 (D. Dis. No. 2371-E/33).
Institute of Veterinary Preventive Medicine, Ranipet.	23 cattlemen 2 thoties	2 khaki drill half arm shirts 2 pairs of khaki drill shirts	Do.	G.O. No. 1037, Education and Public Health, 6th June 1940 (D. Dis. No. 5161-II/39); G.O. No. 1705, Development, 6th July 1939 (D. Dis. No. 2085-II/39).

Name of office or officer. (1)	Number and description of menials. (2)	Particulars of clothing. (3)	Period of wear. (4)	Authority. (5)
		Ordinary clothing—cont.		
Institute of Vetrinary Preventive Medicines, Ranipet—*cont.*	Gate keeper ..	2 khaki drill suits .. 1 turban (4 yards of red khadi mull).	1 year	.. G.O. No. 129, Education and Public Health, 18th January 1938 (D. Dis. No. 948-F/37); G.O. No. 1503, Education, 23rd June 1953 (D. Dis. No. 14205-II/52).
Veterinary Disease Investigation Officer.	1 peon ..	1 blue serge suit .. .. .. 1 cumbly	3 years	.. G.O. No. 26, Finance, 23rd January 1936 (D. Dis. No. 809-F/35).
Veterinary Diseases Investigation Officers (Sheep and Goats and Poultry).	1 peon, each ..	1 blue serge suit .. .. .. 1 cumbly	Do.	.. G.O. No. 3241, Development, 14th July 1951 (D. Dis. No. 6869-II/50).
Poultry Development Officer ..	1 peon ..	1 blue serge suit .. .. .. 1 cumbly	5 years	.. G.O. No. 1477, Education and Public, Health, 6th October 1944 (D. Dis. No. 6139-II/44).
Sheep and Goat Development Officer.	1 peon ..	1 blue or khaki serge suit .. 1 cumbly	Do.	.. G.O. No. 4265, Development, 17th, August 1948 (D. Dis. No. 1952-II/48).
Special Officer for Artificial Insemination, Madras.	1 peon ..	1 serge coat 1 serge trouser .. .. .. 1 cumbly	4 years 4 years 3 years	.. G.O. No. 605, Education, 18th December 1952 (D. Dis. No. 8927-II/52).
Livestock Research Station, Hosur.	20 milkmen ..	2 shirts, white drill with short arms up to elbow and long body about 30 inches. 2 pairs of shorts, white drill .. 1 skull cap	1 year	.. G.O. No. 78, Finance, 1st February 1930; G.O. No. 1623, Development, 10th April 1951 (D. Dis. No. 2334-II/51); G.O. No. 226-Education, 13th February 194 (D. Dis. No. 6150-II/44); G.O., No. 577, Education, 5th December 1952 (D. Dis. No. 9682-II/52).
Sheep Farm, Ootacamund	2 peons .. 2 watchmen .. 8 shepherds ..	1 serge suit, each .. .. .. 1 blanket, each .. .. .. 1 umbrella, each	$1\frac{1}{2}$ years 2 years $1\frac{1}{2}$ years	.. G.O. No. 4141, Development, 18th September 1951 (D. Dis. No. 9007-II/50).
	2 men coolies. 2 women coolies.	1 serge coat, each .. .. .. 1 umbrella, each .. .. .. 1 blanket, each	$1\frac{1}{2}$ years $1\frac{1}{2}$ years 2 years	

Artificial Insemination Centre, Ootacamund.	2 bull attendants, each.	1 serge suit .. 1 great coat 1 cumbly ..	1½ years 5 years 2 years	G.O. No. 280, Education, 28th April 1953 (D. Dis. No. 6095/II/52).
District Poultry Farm, Cannanore ..	Men attendants. Women attendants. Watchmen .. Cycle peon ..	1 water proof cap, each .. 1 turban cover, each ..	3 years	G.O. No. 1797, Education, 2nd August 1952 (D. Dis. No. 7330-II/52).
District Livestock Farm, Malabar.	6 milkmen ..			
District Livestock Farm, Pudukkottai.	2 milkmen ..	2 white khadi shirts halfarm, each. 2 white khadi drill shorts, each .. 1 skull cap, each ..	1 year	G.O. No. 1080, Education, 10th May 1952 (R. Dis. No. 1642-II/51).
District Livestock Farm, South Kanara.	5 milkmen ..			
Kangayam Cattle Improvement Scheme, Palayamkottai.	5 milkmen ..			
District Veterinary Officer, Madurai.	2 peons ..	1 blue serge suit .. 1 cumbly ..	3 years	G.O. No. 26, Finance, 12th January 1927.
District Veterinary Officer, Tirunelveli.	2 peons ..	1 blue serge suit .. 1 cumbly ..	Do.	....
District Veterinary Officer, Coimbatore, East Erode.	2 peons ..	1 blue serge suit .. 1 cumbly ..	3 years	G.O. No. 1017, Education and Public Health, 27th July 1943 (R. Dis. 866-II/43).
District Veterinary Officer, Coimbatore West.	2 peons ..	1 blue serge suit .. 1 cumbly ..	Do.	G.O. No. 631, Finance, 29th July 1918; G.O. No. 747, Finance. 10th September 1918 and G.O No. 470, Finance, 16th July 1930.
District Veterinary Officer, Malabar.	2 peons ..	1 blue serge suit .. 1 cumbly. ..	Do.	G.O. No. 874, Finance, 14th July 1929; G.O. No. 470, Finance, 16th July 1930.
District Veterinary Officer, Madras. Scheme for the salvage of dry cows Kambakkam Kancha.	16 attendants each.	cumblies each at the rate of one for the attendant and one for his wife.	Do.	G.O. No. 3927, Development, 17th October 1946 (D. Dis. 5370-II/46. G.O. No. 5021, Development 12th November 1951 (8965-II/50).
		1 pair of chrome sandals ..	1 year	
Veterinary Dispensary, Kodaikanal.	2 menials ..	1 woollen jersey .. 1 blue serge suit .. 1 great coat .. 1 cumbly ..	3 years 1½ years 5 years 2 years	G.O. No. 735, Fin[illegible] 14th July 1921.
Do.	1 bull attendant	1 blue serge suit .. 1 great coat .. 1 cumbly ..	1½ years 5 years 2 years	R. Dis. [illegible] February 1947).

Name of office or officer. (1)	Number and description of menials. (2)	Particulars of clothing. (3)	Period of wear. (4)	Authority. (5)
		Ordinary clothing—cont.		
Veterinary Hospital, Ootacamund.	2 menials	1 blue serge suit	$1\frac{1}{2}$ years	G.O. No. 864, Finance, 10th October 1922.
		1 great coat	5 years	
		1 cumbly	2 years	
Do.	1 dog boy	1 blue serge suit	$1\frac{1}{2}$ years. To be renewed when rendered necessary by fair wear and tear.	G.O No. 864, Finance, 10th October 1922 and G.O. No.191, Finance, 9th March 1925.
		1 great coat	5 years	
		1 cumbly	2 years	
		Each.		
Do.	2 bull attendants, each.	1 blue serge suit	$1\frac{1}{2}$ years	Proceedings R. Dis. No. 3884-II/46, 29th July 1946 of Director. G.O. No. 2047, Education and Public Health, 6th September 1937 and (D. Dis. 1519-II/52).
		1 great coat	5 years	
		1 cumbly	2 years	
Veterinary Hospital, Coonoor	3 menials	1 blue serge suit	$1\frac{1}{2}$ years	G.O. No. 295, Finance, 26th April 1915; G.O. No. 2047, Educationl 6th September 1937.
		1 great coat	5 years	
		1 cumbly.	2 years	
Veterinary Hospital, Gudalur	1 attendant	1 blue serge suit	$1\frac{1}{2}$ years	Proceedings. R. Dis. No. 7906-II/46, 8th January 1947 of Director.
		1 great coat	5 years	
		1 cumbly	2 years	
Veterinary Dispensary, Valparai	2 attendants.	1 serge suit (coat and trouser)	$1\frac{1}{2}$ years	G.O. No. 720, Education, 31st March 1952 (D. Dis. No. 9668-II/51).
		1 jersey	1 years	
		1 cumbly	2 years	
Touring Veterinary Assistant Surgeon, Yercaud.	1 peon	1 blue serge suit	$1\frac{1}{2}$ years	G.O. No. 1492, Education, 19th October 1942 (R. Dis. No. 4590-II/42).
		1 great coat	5 years	
		1 cumbly	2 years	
Touring Veterinary Assistant Surgeon, Kodaikanal.	1 peon	1 blue serge suit	$1\frac{1}{2}$ years	G.O. No. 1651, Education, 16th May 1928.
		1 great coat	5 years	
		1 cumbly	2 years	
Touring Veterinary Assistant Surgeon, Kollegal.	1 peon	1 blue serge suit	3 years	G.O. No. 369, Finance, 16th May 1928.
		1 cumbly		

Touring Veterinary Assistant Surgeon, Malayandipatnam.	1 peon	1 blue serge suit 1 cumbly	3 years	G.O. No. 645, Finance, 12th October 1931.
Touring Veterinary Assistant Surgeon, Kotagiri.	1 peon	1 blue serge suit 1 great coat 1 cumbly	1½ years 5 years 2 years	G.O. No. 111, Education, 18th January 1937.
Touring Veterinary Assistant Surgeon, Ootacamund.	1 peon	1 blue serge suit 1 great coat 1 cumbly	1½ years 5 years 2 years	G.O. No. 734, Finance, 14th July 1921.
Touring Veterinary Assistant Surgeon, Gudalur.	1 peon	1 blue serge suit 1 great coat 1 cumbly	1½ years 5 years 2 years	G.O. No. 449, Finance, 23rd April 1921.
	1 bull attendant.	1 blue serge suit 1 great coat 1 cumbly	3 years 5 years 3 years	D. Dis. No. 3975-II/50, 12th February 1951.
Touring Veterinary Assistant Surgeon, Wynaad, Manantoddy.	1 peon	1 blue serge suit 1 cumbly	1½ years 2 years	G.O. No. 206, Finanee, 3rd March 1923.
Touring Veterinary Assistant Surgeon, Kalpetta.	1 peon	1 blue serge suit 1 cumbly	3 years	G.O. No. 1615, Development, 10th April 1951 (D. Dis. No. 4693/II/49).

APPENDIX G.

[*See* paragraph 382 (2).]

(G.O. No. 2210, Revenue, dated 21st August 1951.)

STATEMENT SHOWING THE VARIOUS MAPS PUBLISHED IN CENTRAL SURVEY OFFICE, OFFICERS TO WHOM THEY ARE TO BE SUPPLIED ON PUBLICATION AND NUMBER OF COPIES TO BE SUPPLIED.

(D. Dis. No. 11278-II/51.)

Departments and their subordinates.	*Scale for supply.*
District touring maps.	
1. Animal Husbandry Department.	
Director of Animal Husbandry	1 set.
Deputy Director of Animal Husbandry	1 do.
Sheep and Goat Development Officer, Madras	1 do.
Veterinary Disease Investigation Officer (Cattle) Ranipet.	1 do.
Poultry Development Officer, Madras	1 do.
Veterinary Assistant Surgeons in charge of Sheep Demonstration Units (two).	1 set for each.
District Veterinary Officers	1 set for each (vide Annexure below).
Superintendent, Livestock Research Station, Hosur Cattle Farm.	1 Salem district only.
Superintendent, District Livestock Farm, Koila, South Kanara.	1 South Kanara district only.
Superintendent, District Livestock Farm, Tiruvazhamkannu, Malabar district.	1 Malabar district only.
Superintendent, Kangayam Cattle Improvement Scheme, Palayakottai.	1 Coimbatore district only.
Taluk maps.	
Director of Animal Husbandry, Madras	Nil.
District Veterinary Officers	1 of each taluk under jurisdiction.
Superintendent, Livestock Research Station, Hosur Cattle Farm.	1 Salem taluk.
Superintendent, Kangayam Cattle Improvement Scheme, Palayakkottai.	1 Dharapuram, Palladam and Erode taluks.
Superintendent, District Livestock Farm, Koila ..	1 Puttur taluk.
Superintendent, District Livestock Farm, Koila Tiruvazhamkannu.	1 Walluvanad taluk.
Road maps.	
Director of Animal Husbandry, Madras	1
Deputy Director of Animal Husbandry, Madras ..	1
Sheep and Goat Development Officer, Madras	1
Veterinary Disease Investigation Officer (Cattle) Ranipet.	1
Poultry Development Officer, Madras	1
Superintendent Institute of Veterinary Preventive Medicine, Ranipet.	1
Principal, Veterinary College, Madras	1
Madras State District Atlas.	
Director of Animal Husbandry	1
Deputy Director of Animal Husbandry	1
Sheep and Goat Development Officer, Madras	1
Veterinary Disease Investigation Officer (Cattle) Ranipet.	1
Poultry Development Officer, Madras	1
Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	1

List of officers to whom the Madras City maps are to be supplied to be on publication (Madras City and environs).

Serial number and name.	10 *inches*— 1 *mile.*	5 *inches*— 1 *mile.*	3 *feet* 3 *inches*— 1 *mile.*
	Revised scale.		
1 Poultry Development Officer	1	1	1
2 Principal, Veterinary College, Madras ..	1	1	1
3 District Veterinary Officer, Madras	1	1	1

DETAILS.

District touring maps.

Director of Animal Husbandry, Madras		One set of all districts each.
Livestock Development Officer, Madras		One set of all districts each.
Sheep and Goat Development Officer, Madras ..		One set of all districts each.
Veterinary Disease Investigation Officer (Cattle) Ranipet		One set of all districts each.
Poultry Development Officer, Madras		One set of all districts each.
Veterinary Assistant Surgeons-in-charge, Sheep Demonstration Units (two).		One set of all districts for both.
District Veterinary Officer,	Chingleput	One copy of Chingleput district.
Do.	Madras	Do.
Do.	Vellore, North Arcot.	One copy of North Arcot district.
Do.	Cuddalore, South Arcot.	One copy of South Arcot district.
Do.	Salem	One copy of Salem district.
Do.	West Coimbatore ..	One copy of Coimbatore district. One copy of Nilgiris district.
Do.	East Coimbatore, Erode.	One copy of Coimbatore district.
Do.	Tiruchirappalli ..	One copy of Tiruchirappalli district.
Do.	Tanjore	One copy of Tanjore district.
Do.	Madurai	One copy of Madurai district.
Do.	Ramanathapuram at Madurai.	One copy of Ramanathapuram district.
Do.	Tirunelveli	One copy of Tirunelveli district.
Do.	Malabar district, Kozhikode.	One copy of Malabar district.
Do.	South Kanara, Mangalore.	One copy of South Kanara district.
Superintendent, Livestock Research Station, Hosur Cattle Farm.		One copy of Salem district.
Superintendent, Kangayam Cattle Improvement Scheme, Palayakottai.		One copy of Coimbatore district.

Taluk maps.

District Veterinary Officer,	Chingleput	One set of all taluk maps of the district*
Do.	Vellore, North Arcot.	Do.
Do.	Cuddalore, South Arcot.	Do.
Do.	Salem	Do.
Do.	West Coimbatore ..	One copy of all taluk maps of Coimbatore and Nilgiris district.
Do.	East Coimbatore, Erode.	One copy of all taluk maps of Coimbatore district.
Do.	Tiruchirappalli ..	One copy of all taluk maps of the districts.
Do.	Tanjore	Do.
Do.	Madras	Do.
Do.	Ramanathapuram at Madurai.	Do.
Do.	Tirunlveli	Do.

Taluk maps—cont.

District Veterinary Officer.	Malabar district, Kozhikode.	One copy of all taluk maps of the district.
Do.	South Kanara, Mangalore.	Do.
Superintendent, Livestock Research Station, Hosur Cattle Farm.		One map of Salem taluk.
Superintendent, Kangayam Cattle Improvement Scheme, Palayakottai.		One map of Dharapuram taluk. One map of Palladam taluk. One map of Erode taluk.
Touring Veterinary Assistant Surgeons ..	..	One map of Concerned taluk or taluks.

Madras Presidency road map.

Director of Animal Husbandry, Madras	One copy each.
Livestock Development Officer, Madras	
Sheep and Goat Development Officer, Madras ..	
Veterinary Disease Investigation Officer (Cattle) Ranipet,	
Poultry Development Officer (Cattle), Madras ..	
Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	
Principal, Veterinary College, Madras	

Madras Presidency District Atlas.

Director of Animal Husbandry, Madras	One copyeach.
Livestock Development Officer, Madras	
Sheep and Goat Development Officer, Madras ..	
Veterinary Disease Investigation Officer, (Cattle), Ranipet,	
Poultry Develpoment Officer, Madras	
Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.	

Town map.

Poultry Development Officer, Madras	Madras City Town Map—One copy each.
Principal, Veterinary College, Madras	
District Veterinary Officer, Madras	

APPENDIX J (1).

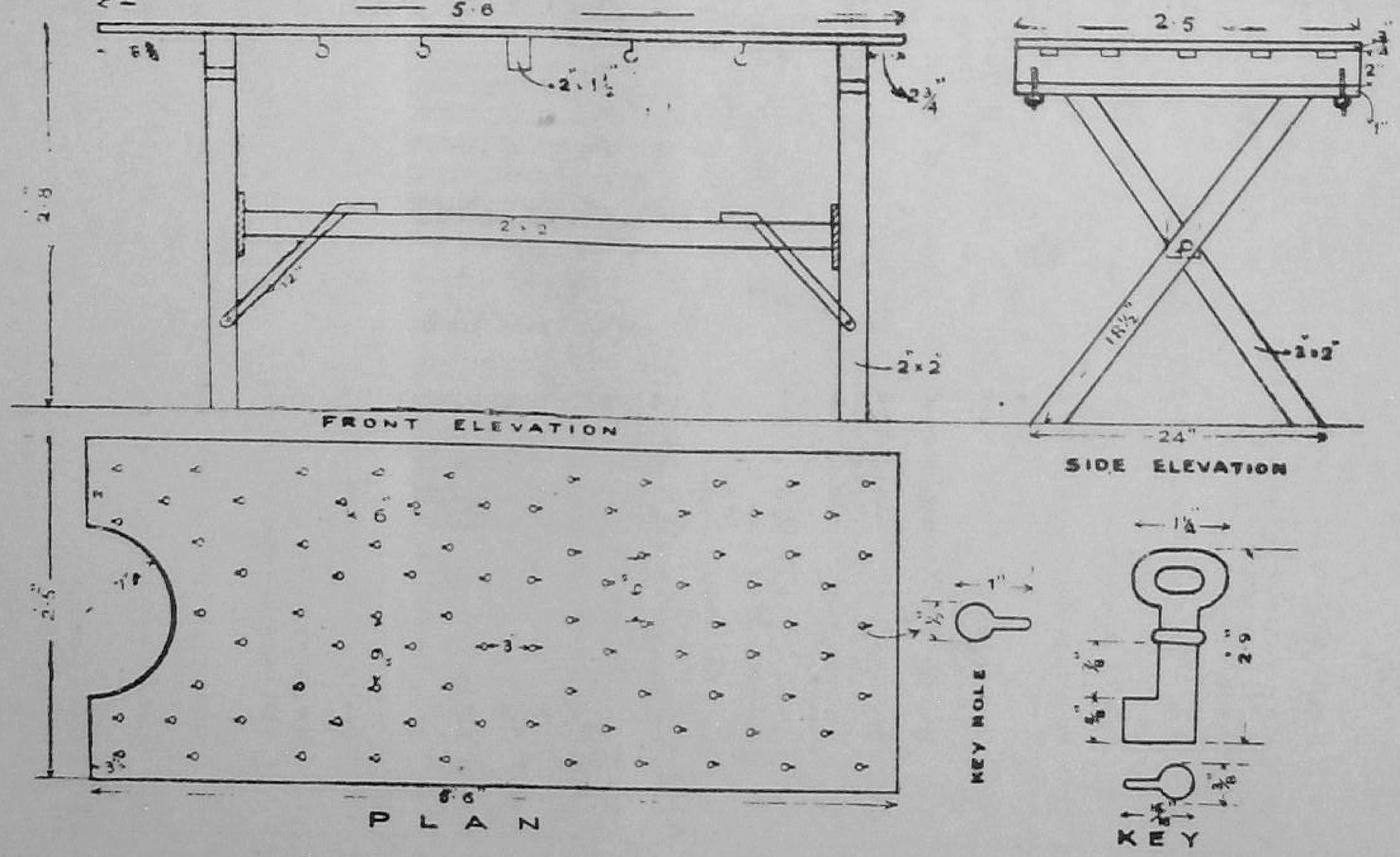
(*See* paragraph 367.)

STANDARD FORMS—SPECIAL TO THE ANIMAL HUSBANDRY DEPARTMENT.

Serial number in the standard list. (1)	*Group and name of form as per standard list.* (2)	*Particulars of the forms.* (3)	*Generally used by* (4)
	Group—VETERINARY.		
	OFFICE OF THE DIRECTOR OF ANIMAL HUSBANDRY AND SUBORDINATES' OFFICES., *Annual supply.*		
1	Statement showing the particulars of encashments of bills.	....	Veterinary Assistant Surgeons.
2	Diary of Veterinary Assistant Surgeons.	....	Do.
3	Diary of Continuation sheet	....	Do.
4	Summary of Diary of Touring Veterinary Assistant Surgeon for the month of 195 .	....	Do.
5	Patient's Register	Book of 100 forms.	Do.
6	Monthly hospital returns	....	Do.
7	Tour case register	Book of 100 sheets.	Superintendent, Institute of Veterinary Preventive Medicines and District Veterinary Officers.
8	Register of expendable articles ..	Book of 100 forms.	....
14	Report on the inspection made on of the Touring Veterinary Assistant Surgeon, by the District Veterinary Officer.	....	District Veterinary Officers.
15	Summary of results of Preventive Inoculation in the State of .	....	Officers subordinate to Director.
16	Receipt register of outbreak reports ..	Book of 100 sheets.	Veterinary hospitals and dispensaries.
17	Return of outbreak report received ..	....	Touring Veterinary Assistant Surgeons.
18	History Sheet of smear/swab/pippete-tissue.	....	Veterinary Assistant Surgeons.
20	Cash book	Book of 100 forms.	Veterinary hospitals and dispensaries.
21	Bill forms	Book of 100 pages.	Officers subordinate to Director.
22	Outbreak reports of contagious diseases among animals.	Language (to be printed on service Post cards).	Village monigars.
23	Fat in milk—Dairy head—Record sheet of	Book of 100 forms.	Livestock farms.
25	Sheep statement for	Book of 200 copies.	Do.
26	Inspection notes on breeding bull ..	....	Veterinary Assistant Surgeons.
28	Intimation of outbreak of cattle disease to the neighbouring taluks.	....	Do.
28A	Questionnaire on the livestock inspected in the village.	....	Do.

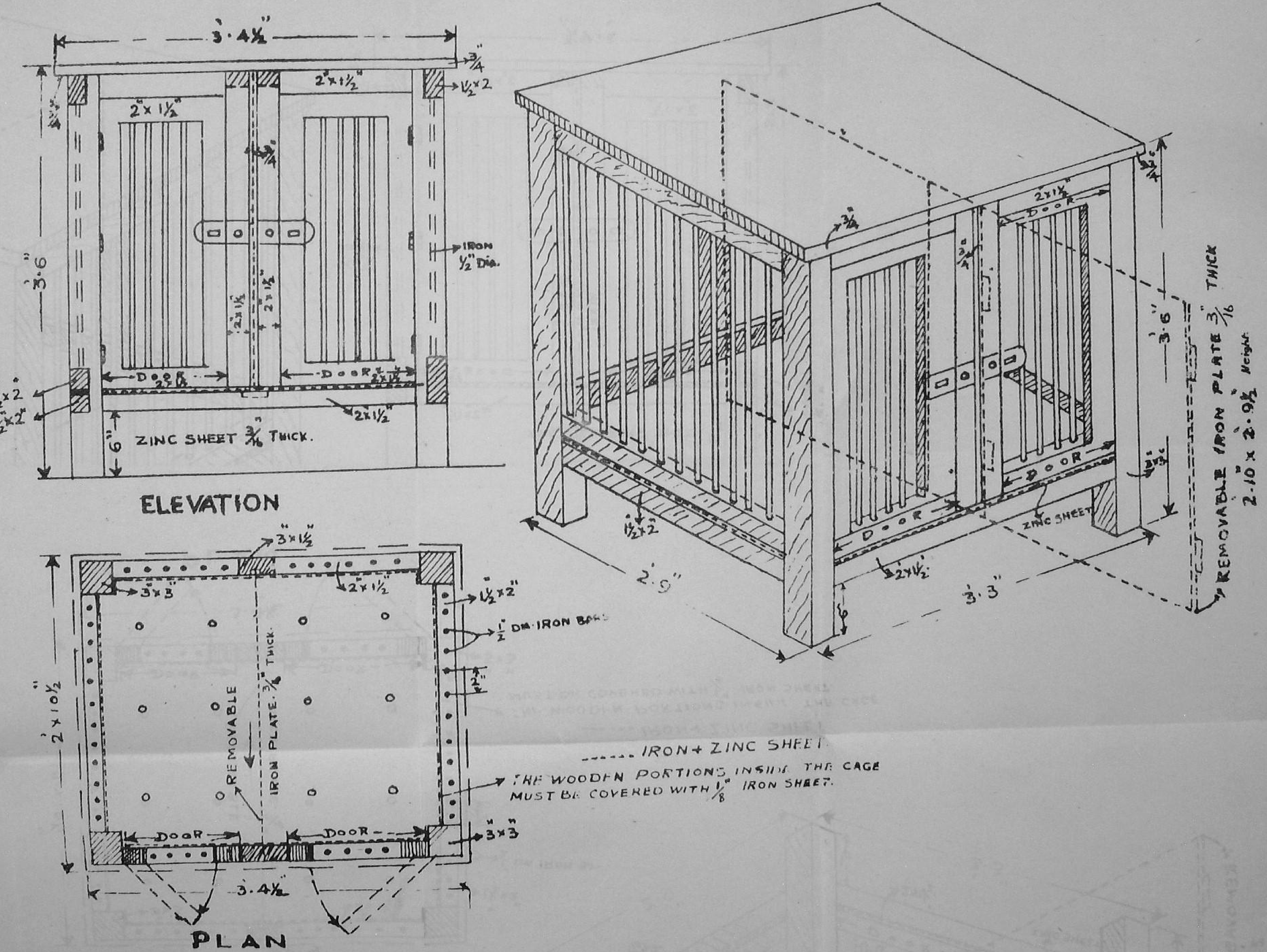
Serial number in the standard list.	*Group and name of form as per standard list.*	*Particulars of the forms.*	*Generally used by*
(1)	(2)	(3)	(4)
	Supplied once in three years.		
8	Register of Biological products ..	Book of 100 sheets.	Veterinary Assistant Surgeons.
9	Register showing receipts and expenditure of serum/virus.	Book of 50 forms.	Do.
11	Visitors' book of the hospital/dispensary.	Do.	Do.
19	In-patients' charts	....	Do.
24	Pedigree register of sheep	Book of 50 forms.	Livestock farms.
27	Premia recommendation form	....	Veterinary Assistant Surgeons.
	Supplied once in five years.		
10	Inspection reports of the Veterinary Hospitals/Dispensary.	....	District Veterinary Officers.
12	Register of non-expendable articles ..	Book of 25 forms.	Officers subordinate to the Director.
14	Report on the inspection made on of the Touring Veterinary Assistant Surgeon—by the District Veterinary Officer.	....	District Veterinary Officers.
	Annual supply.		
29	Out-patients' receipt	Book of 100 forms.	Principal, Veterinary College, Madras.
30	Veterinary College admission register ..	Book of 500 forms.	Do.
31	Feeding register (horse ward)	Book of 400 pages.	Do.
32	Do. (dog ward)	Do.	Do.
33	Class attendance register	Book of 50 sets of 10 pages.	Do.
34	Cash Book	Book of 150 sheets.	Do.
35	Bill book (In-patient)	Book of 50 sheets.	Do.
36	Receipts register (Out-patients) ..	Do.	Do.
37	Diploma	....	Do.
38	Daily cash balance register	Book of 100 pages.	Do.
39	Hospital case sheet	....	Do.
40	Meat Inspection register	Book of 25 forms and loose.	Officers subordinate to the Director.
41	Register of breeding bulls under the various schemes.	Book of 50 forms.	Do.
42	Infectious diseases statement register..	Book of 50 forms and loose.	Do.
43	Green post cards	Loose ..	Do.
	Supplied once in five years.		
44	Comparative statement of admissions.	Loose ..	Officers subordinate to the Director.
45	Rules regarding disposal of unclaimed animals in Veterinary Institutions.	Do. ..	Do.

DESIGN FOR A CANINE OPERATION TABLE



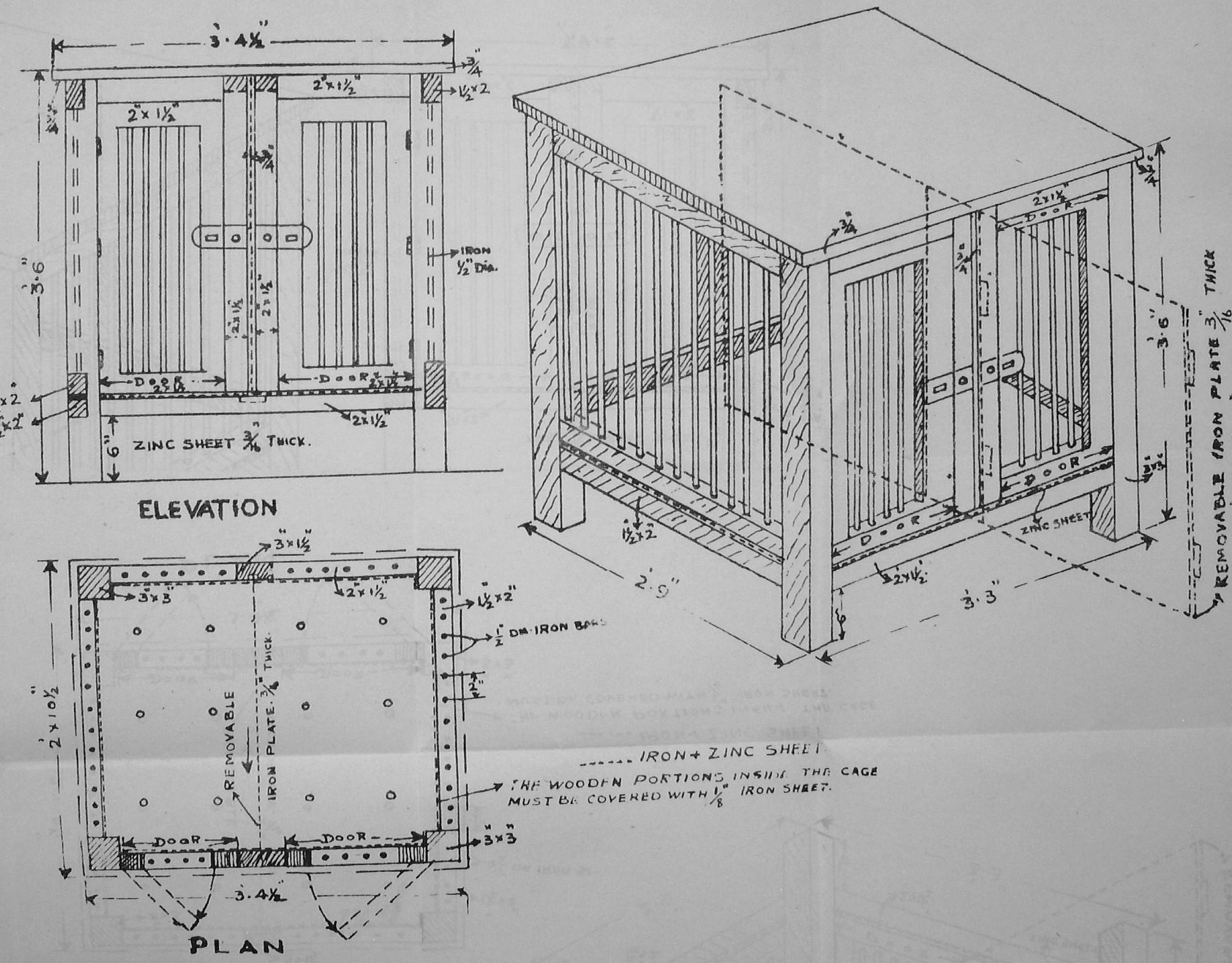
DESIGN FOR A RABID DOG CAGE.

SCALE 1 inch to 1 Foot.



DESIGN FOR A RABID DOG CAGE.

SCALE 1 inch to 1 Foot.



Serial number in the standard list. (1)	*Group and name of form as per standard list.* (2)	*Particulars of the forms.* (3)	*Generally used by* (4)
	Group A. V.		
	COMMON TO AGRICULTURAL AND ANIMAL HUSBANDRY DEPARTMENTS.		
	Annual Supply.		
1	Cultivation sheet	....	Livestock farms.
2	Do. inner sheet	....	Do.
3	Memorandum of state of permanent advance.	Loose ..	Do.
5	Daily record of agricultural station ..	Same as Form No. 3 but 200 pages each.	Do.
7	Daily memorandum sheet of work done	On both sides, book of 200 sheets.	Do.
8	Receipts for money received under different detailed items (triplicate).	Book of 100 forms.	Do.
9	Receipts for money received under different detailed items (duplicate).	Do.	Do
10	Stock book of produce	Book of 200 forms.	Do.
11	(1) Coolie chits ½ anna, red .. .. (2) Do. 1 anna, green .. .. (3) Do. 2 anna, blue .. .. (4) Do. 3 anna, yellow .. (5) Do. 4 anna, orange ..	Book of 100 sheets each.	Do.
12	Muster roll	Book of 100 sheets.	Do
16	Register of work animals	Book of 50 pages.	Do.
17	History sheet of female stock	Loose sheets	Do.
19	Weekly report of changes in livestock	Book of 120 pages.	Do.
	Supplied once in three years.		
22	Poultry statement of—for the month of 19 .	Book of 200 forms.	Livestock farms.
23	Cattle food daily issue register	Do.	Do.
26	Veterinary sheets	....	Do.
	Supplied once in five years.		
5	Cattle food statement	Book of 100 sheets.	Livestock farms.
6	Labour vouchers	....	Do.
13	Milk yield memo.	....	Do.
14	Stock register (Adults)	Book of 200 pages.	Do.
15	Breeding bull register	Do.	Do.
18	Young stock register	Book of 50 pages.	Do.
20	Cattle-yard milk record book	....	Do.
21	Calf History sheet	....	Do.
24	Register of milk sales for the month of .	Book of 100 copies.	Do.
25	Milk account for the month of ..	Do.	Do.

APPENDIX No. J (2).

(*See* paragraph 36.)

FORMS FOR THE REGISTER OF TRANSFERS, LEAVE, INCREMENTS, ETC.

Form No. (1)—*Transfers.*

Name and designation.	Place		Date of		Reference number and date.	Remarks (entered in the Service Book, etc).
	From.	To.	Relief F.N. or A.N.	Joining duty F.N. or A.N.		
(1)	(2)	(3)	(4)	(5)	)6)	(7)

Form No. (2)—*Leave.*

Name and designation,	Leave				Reference number and date.	Remarks (entered in Service Book, etc.)
	Nature.	Period.	From.	To.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form No (3)—*Increments.*

Name and designation.	Scale of pay.	Present pay.	Date from which drawn.	Amount of next increment.	Date of next incremenet.	Increased pay.	Remarks (entered in service book, etc.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX J (3).

[*See* paragraph 96 (i).]

DETAILS FOR AMOUNTS PAYABLE BY THE (NAME OF LOCAL BODY, ETC.) TOWARDS CONTRIBUTION FOR THE VETERINARY HOSPITAL FOR THE YEAR 195 –5 (CURRENT YEAR).

Proportion to be recovered is per cent.

	Previous year actuals for 195 –5 .	*Current year probables for 195 –5 .*
	RS. A.	RS. A.
I. Charges—		
Pay of Establishment		
Dearness Allowance		
Travelling and Other Conpensatory allowance ..		
Pay of menials		
Dearness allowance to menials		
Rent		
Petty construction and repairs		
Service postage and telegrams		
Office expenses		
Other contingencies		
Medicines and other hospital necessaries		
Total ..		

	Charges.	*Leave salary.*	*Pensionary contribution*
	RS. A.	RS. A.	RS. A.
	(1)	(2)	(3)
II. Amount due for current year 195 –5 based on the probables above.			
III. Amount due for the previous year 195 –5 based on the actuals above.			
IV. Amount actually paid by the contributor for the previous year 195 –5 .			
V. *(*a*) Amount paid in excess for previous year 195 –5 . (IV *minus* III) or			
*(*b*) Amount still due for the previous year 195 –5 (III *minus* IV).			
*(Score out (*a*) or (*b*) which is not applicable).			
VI. Amount to be recovered for the current year 195 –5 . [II *minus* V (*a*) or plus V (*b*).]			

Note.—(*a*) Charges should be remitted into the treasury under "XXX. Veterinary—Receipts—Other receipts—Contribution from local bodies".

(*b*) Leave salary should be remitted into the treasury under "XXX. C. Veterinary—Collection of payments for service rendered".

(*c*) Pensionary contribution should be remitted into the treasury under "XLIV. —Receipts in aid of superannuation—Provincial contribution for pension and gratuties —Other contributions".

APPENDIX J (6).

[*See* paragraph 129 (2)].

INSPECTION REPORT OF MILCH COWS IN THE CO-OPERATIVE MILK SUPPLY ORGANIZATIONS AND CENTRES.

Serial number.	Name of society or union.	Date of inspection.	Time of inspection.	Number of animals inspected.	Particulars of inspecton.					Result of examination of udder.	Result of examination of milk.	Remarks.
					Cleanlinesss.			Health of cows.				
					Cows.	Milking, vessels.	Milking yard.	Number of unhealthy cows.	Number of illfed cows.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

APPENDIX J (7).

[*See* paragraph 172.]

REGISTER SHOWING THE PROGENY OF APPROVED STUD BULL (GIVE COMPLETE PARTICULARS OF THE BULL).

Date of service. (1)	Description of cow. (2)	Name and address of owner. (3)	Result of service. (4)	Sex of the calf. (5)	Number alloted. (6)

APPENDIX J (8).

[*See* paragraph 169 (5).]

WRITE OFF—STATEMENT OF CATTLE/SHEEP AND GOATS/POULTRY/DIED OR DISPOSED OF DURING THE MONTH OF 19 , IN THE DISTRICT/FARM AND THE VALUE OF WHICH HAS TO BE WRITTEN OFF THE ACCOUNTS OF THE DEPARTMENT.

Serial number.	Station to which it belongs.	Number of the animal.	Breed of the animal.	Sex.	Age.		Date of death or disposal.	Cause of death or how disposed.	Book value.	Amount realized by sale.	Value to be written off.	marks
					Years.	Months.						
(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	(9)	(10)	(11)	(12)
										RS. AS.	RS. AS.	

NOTE.—*Column* (11).—This will be book value for the year in the list of animals that died during the year and the difference between the book value and the sale price in the case of animals which are disposed of at a price lower than the book value.

APPENDIX J (9).

[*See* paragraph 176 (1).]

Form (i)—Forms for the monthly reports of Livestock Farms.

Name of the Farm

Stock of cattle and buffaloes for the month of

	Dry Cows.	Dry cows nearing Parturition.	Cows in milk.	Young stock over 1 year		Young stock below 1 year		Bulls at stud.	Work cattle.	Total.	Remarks.
				Bulls.	Heifers.	Bulls.	Heifers.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Name of the breed—											
1 Stock on 1st of the month ..											
2 Calvings											
3 Purchases											
4 Received from other places.											
5 Totals (1 to 4)											
6 Sold for breeding											
7 Other sales											
8 Deaths..											
9 Destruction											
10 Transferred to other places ..											
11 Total (6 to 10)											
12 Internal changes											
13 Stock at the end of the month (5—11 plus 12).											

Note.—Repeat for each breed.

Grand total ..											

Form No. (ii)—For the monthly reports of Livestock Farms.

Abstract of milk yields for the month of

Breed.	During the month.					During previous month.			Milk yield.	Daily average.	Normal yield for the breed for the month.	Normal average yield for the year.
	Average number of cows in herd.	Average number of cows in milk.	Number of dry cows.	Milk yield.	Daily average.	Number of cows in the herd.	Average number of cows in milk.	Number of dry cows.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note.—Variations in the milk yield, etc., should be fully explained.

Form No. (iii)—For the monthly reports of Livestock Farms.

Abstract of egg yields for the month of 19 .

Breed.	During the month.			During the previous month.			Normal yield for the month.
	Average number of hens maintained.	Number of eggs laid.	Average yield per hen.	Averags number of hens maintained.	Number of eggs laid.	Average yield per hen.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	8)

FORM NO. (iv)—FOR THE MONTHLY REPORTS OF LIVESTOCK FARMS.

(a) Receipts and disposals of eggs.

Receipts.

1 Opening balance .. ..
2 Yield during the month ..
3 Purchases .. .. ..
4 Received from other stations (for setting or other purposes to be specified) .. ..

Total ..

Disposals.

1 Sale for hatching .. ..
2 Used for farm hatching ..
3 Transferred to other stations for hatching .. ..
4 Sale for table .. ..
5 Transferred to other stations for table .. .. ..
6 Used for feeding chicks ..
7 Used for other purposes (to be specified) .. ..
8 Closing balance .. ..

Total ..

(b) Results of hatching.

Number of eggs set :

Number of chicks hatched during the month :

Percentage of hatchability :

FORM NO. (v)—FOR MONTHLY REPORTS OF LIVESTOCK FARMS.

Particulars of cultivation and harvest during the month of

1 Total area of the Farm .. ..
2 Area covered by roads, buildings, vankas, etc. .. ..
3 Uncultivable area—Forests and jungles, etc. .. ..
4 Area under pastures (Natural grasses)—
   (a) Reserved for hay making .. ..
   (b) Used for grazing .. ..

Total ..

5 Area available for growing crops—
   (a) Irrigated .. ..
   (b) Non-irrigated .. ..

6 Area actually used for growing crops—
   (a) Irrigated .. ..
   (b) Non-irrigated .. ..

Total area of the farm—

7 *Total quantity of fodder harvested during the month*—	Area under crops.	Extent harvested.	Yield obtained.	Yield per acre.
(a) Irrigated				
(b) Non-irrigated				
(c) From bunds, etc.				
(d) Hay made in the area reserved for the purpose [(item 4 (a)]				
Total ..				

8 *Fodder purchased*—	*Quantity.*	*Cost.*
(Kind of fodder purchased to be given.)		

NOTE.—Under column (6) area used for growing crops only the area at which the seeds have been sown and the area in which there are standing crops should be shown.

FORM NO. (vi)—FOR MONTHLY REPORTS OF LIVESTOCK FARMS.

Receipts and Charges.

Receipts.	*During the month.* RS. A.	*During the previous month.* RS. A.
Sale of milk		
Sale of milk products		
Sale of poultry		
Sale of eggs for hatching ..		
Sale of eggs for table		
Sale of sheep		
Sale of wool		
Sale of cattle		
Other miscellaneous sales ..		
Free transfers of livestock and livestock products		
Total ..		

Expenditure.	During the month and previous month. Cattle. RS. A.	Poultry. RS. A.	Sheep. RS. A.	Total. RS. A.	Remarks.
1 Cost of concentrates fed ..					
2 Cost of fodder fed—					
(*a*) Farm fodder					
(*b*) Purchased fodder .. .. (If purchased cost of purchase and if farm fodder at cost of production).					
3 Wages and dearness allowance on mazdoors employed on cattle, poultry, sheep					
Total ..					

N.B.—Actual receipts though not collected and remitted into the treasury should be taken. *Example.*—The total milk sold should be taken into consideration and not the amount collected and remitted for the sale of milk during the month.

For expenditure the cost of feed fed to the cattle, etc., alone should be taken into consideration and not the amount paid for the purchase of cattle feed during the month.

FORM NO. (vii)—FOR MONTHLY REPORTS OF LIVESTOCK FARMS.

Stock of poultry in the month of

	White leghorns.			Rhode Island Red.			Black Minorca.												New pullets which commenced laying during the month.	Poor layers under examination.	Cockrels above five months surplus to requirements.	Remarks.
	Cocks.	Chicks.	Hens.	Cocks.	Chiks.	Hens.	Cocks.	Chicks.	Hens.	Cocks.	Chicks.	Hens.	Cocks	Chicks.	Hens.	Cocks.	Chicks.	Hens.				
1 Stock on 1st																						
2 Chicks hatched																						
3 Purchases																						
4 Received from other stations. ..																						
5 Internal change																						
Total ..																						
6 Sales for breeding																						
7 Sale of culled birds for table ..																						
8 Transfers to other stations ..																						
9 Deaths (give complete details for the deaths in the footnote).																						
10 Destructions																						
.. .. Total ..																						
Closing balance at the end of the month																						
Average number of hens maintained																						
Total egg yield (vide statement)																						
Average yield per hen for the month																						
Average yield per hen for the previous month																						
Average normal yield for the month																						

APPENDIX J (10).

[See paragraph 176 (2).]

STATEMENT SHOWING THE PROGRESS IN THE POULTRY DEMONSTRATION UNIT ATTACHED TO THE VETERINARY HOSPITAL/DISPENSARY AT FOR THE MONTH OF

—	White Leghorn.					Rhode Island Red, etc.					Grand total.				
	Cocks.	Hens.	Chicks.	Total.	Eggs.	Cocks.	Hens.	Chicks.	Total.	Eggs.	Cocks.	Hens.	Chicks.	Total.	Eggs.
Stock on the first date of the month															
Receipts—															
By hatch															
By purchase															
By transfer															
Sales—															
For breeding															
For table (culled out)															
Transfers—															
Internal (eggs kept for hatching).															
External															
Destruction of birds and eggs broken and fed to chicks ..															
Balance on the last day of the month															

APPENDIX J (11).

[*See* paragraph 179 (4).]

Register showing particulars of Bulls under the various schemes.

						Particulars of service performed by the bull.				Number of calves born.		Number of calves inspected.		Premium due.						
(1) District.	(2) Taluk.	(3) Village.	(4) Name and address of the owner of the bull.	(5) Breed and description of the bull.	(6) Date of entry into the premium scheme.	(7) Period ending each quarter.	(8) Number of services performed.	(9) Progressive total services.	(10) Date of inspection by the Veterinary Assistant Surgeon.	(11) Bull calves	(12) Heifer calves.	(13) Bull calves.	(14) Heifer calves.	(15) Number of premium.	(16) Due date of premium.	(17) Date of inspection by the District Veterinary Officer.	(18) Office number and date sanctioning the premium.	(19) Amount of premium paid.	(20) Date of payment.	(21) Remarks.
						I ..														
						II ..														
						III ..														
						IV ..														
						Total, I year ..	—	—												
						I ..														
						II ..														
						III ..														
						IV ..														
						Total, II year ..	—	—												
						I ..														
						II ..														
						III ..														
						IV ..														
						Total, III year ..	—	—												

APPENDIX J (12).

[*See* paragraph 179 (4).]

REGISTER FOR ADULT BULLS UNDER GOVERNMENT LIVESTOCK DISTRIBUTION SCHEME, ETC.

Place where the bull is located.							Particulars of service.							Number of calves born.		Number of calves inspected.		
District.	Taluk.	Village.	Name and address of the custodian.	Description of the bull and number.	Date of location.	Breed.	Period ending.	Number of services.	Progressive total.	Date of inspection by Veterina Assistant Surgeon.	Condition of the bull, if not satisfactory, the nature of treatment given and results.	How disposed of after the period of stud.	Date of inspection by the District Veterinary Officer.	Bull calves.	Heifer calves.	Bull calves.	Heifer calves.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

APPENDIX J (13).

[*See* paragraph 179 (4).]

Livestock Register maintained for Young Calves and Bikanir Rams in the District Veterinary Offices.

Name of district.	Taluk.	Village.	Breed and number of the calf or the number of tag in case of rams.	Name and address of the obliger.	Date of location.	Date of inspection.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX J (14)

[*See* paragraph 186 (1).]

REPORT ON ANNUAL WEEKLY CATTLE FAIR HELD IN THE VILLAGE OF TALUK DISTRICT IN THE MONTH OF 195 .

1 Duration of fair. Number of days———From———To———

2 Breeds of cattle exposed.

3 The quality of plough-bullocks and milch cattle brought to the fair for sale.

4 The prices ruling for the best, average and inferior bullocks and cows.

5 From where received.

6 Number and description of cattle collected.

7 Number sold.

8 Sate of market.

9 Weather.

10 Sanitary arrangements.

11 Water-supply and its quality, whether sufficient.

12 Supply of fodder, whether sufficient; cases of starvation, if any.

13 Any outbreak of epizootics or diseases of a serious nature; number of attacks, deaths, treatment, curative or preventive adopted or advised.

14 If Act II of 1866 was enforced, number of prosecutions conducted with their results, viz., the number of names of persons convicted and punishment awarded in a separate appendix.
From what date to what date the Act was enforced.

15 Suggestions, if any, for the future conduct of the fair

16 Remarks.

— — — — — — — — — — — — — — — — — — — —

Submitted to the District Veterinary Officer,———.

CAMP

Dated *Veterinary Assistant Surgeon.*

N.B.—The reports on cattle fairs at which the provisions of the Cattle Disease Act, 1866, are enforced should be forwarded by the District Veterinary Officer to the Director of Animal Husbandry, through the Collector of the district concerned.

APPENDIX J (15).

[*See* paragraph 188 (1).]

REPORTS ON OUTBREAK OF CATTLE DISEASE IN NO. VILLAGE IN TALUK.

Description of animals affected.	Name of dis-ease.	Date of commencement of outbreak.	Number of deaths.	Date of death.	Number of attacks from the commencement of the outbreak.	Number of deaths from the commencement of the outbreak.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

NOTE.—If a disease appears after the village has been free from it for a period of ten days, it should be treated as a fresh outbreak.

APPENDIX J (16).

[*See* paragraph 196 (3).]

STATEMENT SHOWING THE INCIDENCE OF CONTAGIOUS DISEASES IN AANIMALS IN AREAS OF THE STATE BORDERING THE STATE.

District.	Taluk or tahsil.	Village affected.	Name of the disease.	Kind of animals affected.	Number of attacks.	Number of deaths.	Date of commencement of outbreak.	How introduced.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX J (17).

(*See* paragraph 199.)

REGISTER OF MORTALITY AMONG HORSES, CATTLE, SHEEP AND DOGS IN MUNICIPALITY/LOCAL BOARD DISTRICT DURING

			Number of deaths from																	
			Contagious diseases of												Non-contagious causes.					
			Cattle.					Horses and ponies.				Sheep.	Dogs.		Horses and cattle only.					
Date of death.	Name of owner.	Description of the animal, i.e., whether cow, bullock, buffalo young stock, etc.	Rinderpest.	Anthrax.	Hæmorrhagic Septicæmia (malignant sorethroat).	Black-quarter or quarter ill.	Epizootic aphtha or foot and mouth disease.	Glanders or Farcy.	Surra.	Epizootic lymphangitis.	Dourine.	Sheep pox.	Rabies.	Total.	Snake bite.	Wild animals.	Criminal poisoning.	All other causes.	Total.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

APPENDIX J (18).

(*See* paragraph 199.)

STATEMENT SHOWING THE MORTALITY AMONG HORSES, CATTLE, SHEEP AND DOGS IN MUNICIPALITY.
LOCAL BOARD, DISTRICT, FOR THE MONTH OF 19 .

Number of deaths among cattle, Contagious.						Number of deaths among cattle, Non-contagious.					Number of deaths among horses and ponies. Contagious.				Number of deaths among horses and ponies. Non-contagious.					Number of deaths among sheep.	Number of deaths among dogs.	
Rinderpest.	Anthrax.	Hæmorrhagic Septicæmia or malignant sorethroat.	Black-quarter or quarter ill.	Epizootic aphtha or foot and mouth disease.	Total.	From snake bite.	By wild animals.	From criminal poisoning.	All other causes.	Total.	Glanders or Farcy.	Surra.	Dourine.	Total.	From snake-bite.	By wild animals.	From criminal poisoning.	All other causes.	Total.	From sheep-pox.	From rabies.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

APPENDIX J (19).

[*See* paragraph 200 (1).]

STATEMENT SHOWING THE NUMBER OF OUTBREAKS OF CONTAGIOUS DISEASES OF ANIMALS RECORDED IN THE DISTRICTS OF THE STATE OF MADRAS DURING THE MONTH OF 19 .

Districts.	Equines.			Bovines.						Sheep and goats.				Cpp.	O CD.
	G.	EL.	S.	S.	R.	HS.	BQ.	A.	FM.	R.	A.	FM.	P.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

G = Glanders.
EL = Epizootic Lymphangitis.
S = Surra.
R = Rinderpest.

HS = Hæmorrhagic Septicæmia.
BQ = Blackquarter.
A = Anthrax.
FM = Foot and Mouth Disease.

P = Pox.
Cpp = Contagious pleuropneumonia in goats.
OCD = Other Contagious Diseases.

APPENDIX J (20).

(*See* paragraph 201.)

STATEMENT SHOWING THE DISTRICTS FROM WHICH CONTAGIOUS DISEASES WERE REPORTED DURING THE MONTH OF 19 .

Districts.	Rinderpest. Number of				Hæmorrhagic septicæmia. Number of				Blackquarter. Number of				And so on. Number of			
	Outbreaks.	Animals affected.	Villages affected.	Deaths.	Outbreaks.	Animals affected.	Villages affected.	Deaths.	Outbreaks.	Animals affected.	Village affected.	Deaths.	Outbreaks.	Animals affected.	Villages affected.	Deaths.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

APPENDIX J (21).

[*See* paragraph 210.]

STATEMENTS OF RECEIPTS AND BALANCES OF SERA AND VACCINES FOR THE QUARTER ENDING

Kind of serum and vaccine.	Balance at the end of the previous month. Bottles.			Received during the month. Bottles.		Disposal. Sent to the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet. Bottles.		
	With serum.	Empty.	Cases.	With serum.	Cases.	With serum.	Empty.	Cases.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Sold in auction.		Balance on hand at the end of the month. Bottles.			Date of disposal of empty bottles and cases.	Amount realized.	Date of remittance of amount into the treasury.	Remarks.
Empty bottles.	Cases.	With serum.	Empty.	Cases.				
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18(

APPENDIX J (22).

[*See* paragraph 206 (4).]

INDENTS FOR BIOLOGICAL PRODUCTS.

Roc. No. Place

Date

1 Kind of product required.

2 Quantity required.

3 Designation of the indenting officer with headquarters and districts (in block letters).

4 To which place and to whose address the consignment has to be despatched (in block letters)—Designation, railway station, post office, nearest telegraph office, district.

5 Whether the product is required for use in infected areas or free areas.

6 To whom the railway receipt has to be despatched (in block letters)—Designation, post office, district.

Remarks—————

Submitted to the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet, for compliance.

Signature of the indenting officer.
Designation.
Headquarters.

NOTE.—(1) The indent has to be written legibly in ink only.

(2) Not more than one product should be indented for in the same form.

(3) In the case of virus indents it should be stated in the remarks column whether there is sufficient stock of anti-rinderpest serum on hand for using the virus.

(4) Prompt steps should be taken to transfer unused sera and vaccines to other Veterinary Asistant Surgeons either under instructions of the District Veterinary Officer concerned or the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.

(5) No product should be kept outside cold storage for more than three weeks for vaccines and one month for serum.

(6) Telegraphic indents should be avoided as far as possible.

(7) In the case of indents for Anthrax Spore vaccine or anti-anthrax serum, it should be specified in the remarks column whether the disease has been confirmed.

(To be filled up by the Veterinary Assistant Surgeon in charge of Packing Station, Institute of Veterinary Preventive Medicine, Ranipet.)

1 Date of receipt of indent.

2 Name of the product and quantity supplied.

Product.	Quantity.	Number of bottles.	Size.	Number of cases.	Size.	Remarks.

3 Not to be used after.......... (in case of virus supplied).

4 Date of despatch.

5 Name of railway station or post office to which the consignment is despatched.

6 Remarks.

Initials of the Veterinary Assistant
Surgeon in charge Packing Station.

APPENDIX J (23).

[*See* paragraph 248 (1).]

Post-mortem Certificate.

Notes of a Post-mortem Examination on the body of a belonging to Mr. performed at the request of

No. Post-mortem Case No.

If police requisition, give the number and date of letter.

Result of examination of blood taken after death.

Precis of the case.

1 Date of admission.
2 Date of death.
3 Place where the animal died.
4 Time of making post-mortem examination.
5 History.
6 Descriptive marks.
7 Diagnosis.

External examination.

1 Condition of the body.
2 Rigor mortis.
3 Eyelids.
4 Mouth and nostrils.
5 Presence of wounds, if any.
6 Other natural orifices.
7 Any other abnormalities.

Internal examination.

I. Abdominal cavity—

1 Subcutaneous fat.
2 Peritoneum.
3 Position of organs (organs to be merely inspected and none removed at this stage).

II. Thoracic cavity—

1 Pleura.
2 Adhesions.
3 Pericardium.
4 Position of organs.

III. Heart—

1 External appearance.
2 Right auricle.
3 Right ventricle.
4 Left auricle.
5 Left ventricle.
6 Weight of heart.
7 Valves.
8 Endocardium.
9 Blood vessels.

	Right.	Left.
IV. Lungs—		
1 Weight.		
2 Colour.		
3 Consistency.		
4 Section.		

V. Trachea—
VI. Larynx—
VII. Glottis—
VIII. Liver—
1 Weight.
2 Edges.
3 Colour.
4 Consistency.
5 Section.
6 Capsules.
7 Gall bladder.

IX. Spleen—
1 Weight.
2 Capsule.
3 Colour.
4 Consistency.
5 Section.

	Right.	Left.
X. Kidneys—		
1 Weight.		
2 Colour, consistency and capsule.		
3 Section.		

XI. Oesophagus.
XII. Stomach—
1 Outer surface.
2 Interior and contents.

XIII. Intestines—
1 Outer surface.
2 Pyloric surface.
3 Ileocalcal valve.
4 Parasites and contents.
5 Mucous membranes.

XIV. Lymphatic glands—
XV. Bladder—
XVI. Generative organs—
XVII. Brain and spinal cord—

Appearances found.

Cause of death—
Portion preserved, if any.
Post-mortem conducted by
Remarks.

Place
Date

Veterinary Assistant Surgeon.

APPENDIX J (24).

[*See* paragraph 248 (1).]

WOUND CERTIFICATE.

This is to certify that I have this day examined at the request of (1) (2) belonging to sent to me on charge of (3)

The said animal has got the following injuries in its body :—

(4)

Identification marks :—

I am of opinion that (5)

Station	Name
Date	Rank

Enter at—

(1) Name of the party, Police Officer, or Magistrate who sent the animal. If from a Police Officer or Magistrate, the number and date of the letter should be given.

(2) The kind, race, sex and colour of animal examined.

(3) If received through a constable, his number and the station to which he belongs; if through a messenger (in private cases) the name of the messenger.

(4) The nature of the injuries, e.g., cuts, fractures, etc.

(5) Cause of the injuries, i.e., with a sharp or blunt instrument, etc.

APPENDIX J (25).

[*See* paragraphs 140 and 311(4)].

(D. Dis. No. 244-VI/54.)

ADMINISTRATION REPORT—TABLE I—STATISTICS OF ATTACKS AND DEATHS FROM CONTAGIOUS DISEASES AND OTHER CAUSES AMONGST LIVERSTOCK IN THE STATE OF DURING 195 .

Name of district.	Equine.							Cattle.									
	Glanders.	Surra.	Dourine.	Anthrax.	Other contagious and parasitic diseases.	Total.	Other causes.	Rinderpest.	Haemorrhagic septicaemia.	Foot and mouth.	Black quarter.	Anthrax.	Surra.	Other contagious diseases.	Other parasitic diseases.	Total.	Other causes.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
A																	
Attacks																	
Deaths																	
B																	
Attacks																	
Deaths																	

Attacks .. ..
Deaths .. ..

Attacks .. ..
Deaths .. ..

Total for year under report—
Attacks.
Deaths.

Total for last year—
Attacks.
Deaths.

Total for year before last—
Attacks.
Deaths.

TABLE I—*cont.*

Name of the taluks.	Buffaloes.									Sheep.							
	Rinderpest.	Haemorrhagic Septicaemia.	Foot and mouth.	Black quarter.	Anthrax.	Surra.	Other contagious and parasitic diseases.	Total.	Other causes.	Anthrax.	Sheep pox.	Pleuro pneumonia.	Foot and mouth.	Scabies.	Other contagious and parasitic diseases.	Total.	Other causes.
	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)
A																	
Attacks																	
Deaths																	
B																	
Attacks																	
Deaths																	
C																	
Attacks																	
Deaths																	

D

Attacks ..	..	..	..
Deaths ..	..	..	..

Total for year under report—
Attacks.
Deaths.

Total last year—
Attacks.
Deaths.

Total for year before last—
Attacks.
Deaths.

TABLE I—*cont.*

Name of the taluk.	Goats.								Dogs.			
	Anthrax.	Goat-pox.	Pleuro pneumonia.	Foot and mouth.	Scabies.	Other contagious and parasitic diseases.	Total.	Other causes.	Rabies.	Other contagious and parasitic diseases.	Total.	Other causes.
	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
A												
Attacks												
Deaths												
B												
Attacks												
Deaths												
C												
Attacks												
Deaths												

D			
Attacks	..	..	..
Deaths ..	..	..	..
Total for year under report—			
Attacks	..	..	..
Deaths	..	..	..
Total for last year—			
Attacks	..	..	..
Deaths	..	..	..
Total for year before last—			
Attacks	..	..	..
Deaths	..	..	..

APPENDIX J (25)—*cont.*

TABLE I—*cont.*

Name of the taluk.	Poultry.							Camels.						Other animals.		
	Ranikhet desease.	Fowl-pox.	Spirochaetosis.	Coccidiosis.	Other contagious and parasitic diseases.	Total.	Other causes.	Surra.	Mange.	Pleuro pneumonia.	Other contagious and parasitic diseases.	Total.	Other causes.	Total (contagious diseases).	Total (other causes).	Remarks.
	(48)	(49)	(50)	(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(61)	(62)	(63)
A																
Attacks																
Deaths																
B																
Attacks																
Deaths																
C																
Attacks																
Deaths																

D			
Attacks ...	...	...	—
Deaths ..	...	..	—
Total for year under report—			
Attacks	—	...	..
Deaths	—	...	—
Total for last year—			
Attacks	...	..	..
Deaths	...	...	..
Total for year before last—			
Attacks	—	—	—
Deaths	—	—	—

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE II—SUMMARY OF RESULTS OF PREVENTIVE INOCULATIONS IN THE MADRAS STATE DURING THE YEAR 19 .

Serial number and name of the disease against which inoculation was undertaken.	Method of inoculation.	Source of product.	Number of outbreaks in which inoculations were undertaken.	Number of villages affected in these outbreaks.	Population of the affected villages	Number of animals which died uninoculated in the course of outbreaks.			Number of animals inoculated.			Number of animals which died of the disease.		
						Bovines.	Equines.	Others.	Bovines.	Equines.	Others.	Bovines.	Equines.	Others.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Total ..														
Total for each of the previous two years.														

A.H.M.—32A

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE III—STATEMENT SHOWING THE NUMBER OF ANIMALS TREATED AND CASTRATED AT THE VETERINARY HOSPITALS AND DISPENSARIES IN THE STATE OF MADRAS DURING THE YEAR 19 .

Year.	Number of Veterinary Institutions.	Number of Veterinary Assistant Surgeons employed.	Number of in-patients treated.				Number of out-patients treated.				Grand total of in and out-patients treated during the year.	Total number of cases supplied with medicine but not brought to the institutions.	Castrations performed.				Receipts.	Expenditure.
			Bovines.	Equines.	Others.	Total.	Bovines.	Equines.	Others.	Total.			Bovines.	Equines.	Others.	Total.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
																	RS. A. P.	RS. A. P.
Total ..																		
Total for each of the previous two years.																		

APPENDIX J (25)—*cont.*

Administration Report—Table IV—Statement showing the number of Animals Treated and Castrated by Veterinary Assistant Surgeons on tour during the year 19 .

Year.	Number of Veterinary Assistant Surgeons.	Number of villages visited by the Veterinary Assistant Surgeons.	Castrations performed.				Treated for contagious diseases.				Treated for non-contagious diseases.				Total number of castrations performed and cases treated.
			Bovines.	Equines.	Others.	Total.	Bovines.	Equines.	Others.	Total.	Bovines.	Equines.	Others.	Total.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Total ..															
Total for each of the previous two years.															

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE V (A)—STATEMENT SHOWING THE NUMBER OF APPROVED BULLS AT STUD IN THE STATE OF MADRAS DURING THE YEAR 19 .

Serial number and district.	Present on 1st April 19 .			Obtained during the year.						Casualities during the year.		
				Number.			Average price.					
	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Total ..												
Total for each of the previous two years.												

	Balance on hand on 31st March 19 .				Net cost for issue and maintenance of stud bulls.				Population of cows over three years according to census.	Number of bulls.		Number of cows covered during the year.
	Government.	Local bodies.	Others.	Total.	Government.	Local bodies.	Others.	Total.		Required to be maintained at 1 per 100.	Short of requirements.	
	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)
Total ..												
Total for each of the previous two years.												

APPENDIX J (25)—*cont.*

Administration Report—Table V (B)—Statment showing the number of approved Buffalo Bulls at stud in the State of Madras during the year 19 .

Serial number and district.	Present on 1st April 19 .			Obtained during the year. Number.			Obtained during the year. Average price fixed.			Casualities during the year.		
	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Total												
Total for each of the previous two years.												

	Balance on hand on 31st March 19 .				Net cost for issue and maintenance of stud bulls.				Population of she-buffaloes over three years according to census.	Number of bulls.		Number of she-buffaloes covered during the year.
	Government.	Local bodies.	Others.	Total.	Government.	Local bodies.	Others.	Total.		Required to be maintained at 1 per 100.	Short of requirements.	
	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)
Total												
Total for each of the previous two years.												

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE V (C)—STATEMENT SHOWING THE NUMBER OF APPROVED DONKEYS, STALLIONS AT STUD IN STATE OF MADRAS DURING THE YEAR 19 .

Serial number and district.	Number as on 1st April 19 .			Obtained during the year.			Casualities during the year.		
	Government.	Local bodies.	Others.	Government.	Local bodies.	Others.	Govesnment.	Local bodies.	Others.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Total									
Total for each of the previous two years.									

	Balance on 31st March 19 .			Number of mares covered.		Population of mares.	
	Government.	Local bodies.	Others.	Horses.	Donkeys.	Horses.	Donkeys.
	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Total for each of the previous two years.							

APPENDIX J (25)—*cont.*

Administration Report—Table VI—Abstract of particulars regarding Cattle Fairs and Shows held during the year 19 in the State of Madras.

Year.	Number of cattle fairs and shows.	Total number of stock present.							
		Bulls.	Bullocks.	Cows.	Young stock.	Buffaloes.	Camels.	Ponies.	Other animals.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Year.	Animals sold.					
	Bulls.		Bullocks.		Cows.	
	Number.	Average price.	Number.	Average price.	Number.	Average price.
	(11)	(12)	(13)	(14)	(15)	(16)
		RS.		RS.		RS.

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE VI—ABSTRACT OF PARTICULARS REGARDING CATTLE FAIRS AND SHOWS HELD DURING THE YEAR 19 IN THE STATE OF MADRAS.

Year.	Animals sold—*cont.*							
	Buffaloes.		Young stock.		Ponies.		Other animals.	
	Number.	Average price.	Number.	Average price.	Number.	Average price.	Number.	Average price.
	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
		RS.		RS.		RS.		RS.

Year.	Amount realised in fees.	Total number of animals that competed for the prices.	Prize money provided.				Amount actually awarded.	Number of medals awarded.
			From provincial funds.	From local funds.	From other funds.	Total.		
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)

APPENDIX J (25)—*contd.*

ADMINISTRATION REPORT—TABLE VII—STATISTICS OF LIVESTOCK SLAUGHTERED IN RECOGNIZED SLAUGHTER HOUSES IN THE STATE OF MADRAS DURING THE YEAR 19.

—	Number of recognized slaughter houses for								Number of unlicensed slaughter houses.
	Cattle and buffaloes.		Sheep and goats.		Pigs.		Others.		
	Govern-ment.	Local bodies.	Govern-ment.	Local bodies.	Govern-ment.	Local bodies.	Govern-ment.	Local bodies.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Current year—Total for each of the previous two years.									

—	Number of animals slaughtered.								
	Cows.	Bulls and buffaloes.	Calves.	He-buffaloes.	She-buffaloes.	Sheep.	Goats.	Pigs.	Other animals.
	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
Current year—Total for each of the previous two years.									

—	Slaughter fee per head.					Total animals slaughtered.
	Cattle.	Buffaloes.	Sheep and goats.	Pigs.	Others.	
	(20)	(21)	(22)	(23)	(24)	(25)
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Current year—Total for each of the previous two years.						

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE VIII—STATEMENT SHOWING THE RECEIPTS AND CHARGES OF THE ANIMAL HUSBANDRY DEPARTMENT FOR THE YEAR 19 .

Receipts.

	RS. A. P.
XXX. Veterinary—	
Veterinary College, fees, etc.	

Charges.

	RS. A. P.
41. Veterinary—	
Other heads of account are to be filled up.	

ADMINISTRATION REPORT—TABLE IX—STRENGTH OF STAFF OF THE ANIMAL HUSBANDRY DEPARTMENT AND THEIR DISTRIBUTION AS ON 31ST MARCH 19 .

Gazetted staff.

How employed.	Number.

Non-Gazetted staff

How employed.	Number.

APPENDIX J (25)—*cont.*

ADMINISTRATION REPORT—TABLE X—EXAMINATION RESULTS OF THE VETERINARY COLLEGE, MADRAS, 19 .

Number of scholarship holders.	Number of students admitted.					Educational qualifications.	
	Free tuition.	Rs. 200 per annum (full tuition fee).	Rs. 120 per annum (full tuition fee).	Rs. 40 or 67 (tuition fee for term).	Total.	Intermediate in Arts and Science.	B.A., B.Sc., and Honours.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Results of examinations.				
Appeared.		Passed.		Instructions prolonged on account of failure.
Annual.	Supplementary.	Annual.	Supplementary.	
(9)	(10)	(11)	(12)	(13)
B.V.Sc., Preliminary. B.V.Sc., Intermediate, Part I. B.V.Sc., Intermediate, Part II. B.V.Sc., Final.	B.V.Sc., Preliminary. B.V.Sc., Intermediate, Part I. B.V.Sc., Intermediate, Part II. B.V.Sc., Final.	B.V.Sc., Preliminary. B.V.Sc., Intermediate, Part I. B.V.Sc., Intermediate, Part II. B.V.Sc., Final.	B.V.Sc., Preliminary. B.V.Sc., Intermediate, Part I. B.V.Sc., Intermediate, Part II. B.V.Sc., Final.	B.V.Sc., Preliminary. B.V.Sc., Intermediate, Part I. B.V.Sc., Intermediate, Part II. B.V.Sc., Final.

Receipts.	Expenditure.	Employment of graduates.					Remarks.
		Total number passed.	In the service of Local Government.	In the service of other bodies.	In private practice.	Number unemployed.	
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

Administration Report—Table XI (*a*)—Statement showing the location and other particulars of Live-stock Farms in the State of Madras during the year

(*a*) *Cattle and buffaloes.*

[G.O. No. 1218, Development, dated 11th March 1948 (D. Dis. 1699–II 48).]

Name and address of farm.	Area of the Farm.		Purpose of the farm and herd (breeding experimental or dairy, etc.)	Strength of the herd in each breed.			
	Total.	Under cultivation.		Breed.	Bulls.	Cows.	Young stock.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Number of sires issued during the			Lactation averages.			Remarks.
Year under report.	Last year.	Year before last.	Milk yield of the herd per lactation completed.	Days in milk.	Days dry.	
(9)	(10)	(11)	(12)	(13)	(14)	(15)

APPENDIX J (25)—*cont.*

Administration Report—Table XI (*b*)—Statement showing location and other particulars of Live-stock Farms in the State of Madras during the year

(*b*) *sheep.*

Name and address of the farm.	Area of the Farm.		Purpose of the farm.	Breed.	Strength of the flock in each breed.			Number of rams issued during the			Average wool yield per year			Remarks.
	Total.	Under culti-vation.			Rams.	Ewes.	Lambs.	Year under report.	Last year.	Year before last.	Rams.	Ewes.	Lambs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13	(14)	(15)

Administration Report—Table XI (*c*)—Statement showing the location and other particulars of Live-stock Farms in the State of Madras during the year

(*c*) *Goat.*

Name and address of the farm.	Area of the farm.		Purpose of the farm.	Breed.	Strength of the herd in each breed.			Number of bucks issued during the			Records	Average location yield for the herd.			Remarks.
	Total.	Under culti-vation.			Buck.	Does.	Kids.	Year under report.	Last year.	year before last.		.Milk lb.	Days in milk.	Days dry.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Administration Report—Table XI (*d*)—Statement showing the location and other particulars of Live-stock Farms in the State of Madras during the year

(*d*) *Poultry.*

Name and address of the farm.	Area of the farm.		Purpose of the farm and flock.	Breed.	Number of birds in each breed.			Number of cockerels issued for breeding during the			Number of hatching eggs sold during the			Average annual egg yield per hen.	Remarks
	Total.	Under culti-vation.			Cocks.	Hens.	Chickens.	Year under report.	Last year.	Year before last.	Year under report.	Last year.	Year before last.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Administration Report—Table XII—Performance of Cows at (Name of Farms), as at the end of 19 Classified according to Sires.

Number of records averaged. (1)	First lactation. Average yield of milk. lb. (2)	Average days in milk. (3)	Average of peak yields. lb. (4)	Average service period (days). (5)	Second loctation. Number of records averaged. (6)	Average yield of milk. lb. (7)	Average of peak yield. lb. (8)	Average days in m ilk. (9)	Average days dry preceeding this lactation. (10)	Average service period. (11)	and so on for 3rd, 4th lactations as for 2nd lactation.
Daughters of Bull A											
Their dams											
Daughters of Bull B											
Thier dams											
Daughters of Bull C and so on for all bulls who are the sires of the cows on the farm.											
Cows purchased or of unknown percentage.											

N.B.—(1) In compiling this statement, the existing herd is divided into groups each group containing the daughters of the same sire. There will be an extra group if the herd contains cows of unknown parentage. The average of each group in each lactation should be entered.

(2) There should be a separate table for each farm.

Administration Report—Table XIII—Statement showing the receipts and disposal of Birds in Poultry Demonstration Units, during 19 .

Name of Veterinary Institutions. (1)	Breed. (2)	Stock on 1st April 19 . (3)	Received from hatch. (4)	Received from out ide. (5)	Sold for Breeding. (6)	Sold for table. (7)	Transfer. (8)	Deaths and Destructions. (9)	Stock on 1st March 19 . (10)	Receipts. 11)	Expenditure. (12)

Administration Report—Table XIV—Statement of Receipts and Disposal of Eggs in Poultry Demonstration Units Veterinary Institutions.

Total ..

Serial number and name of the institution. (1)	Breed. (2)	Balance on 1st April 19th. (3)	Received from outside. (4)	Collected during the years. (5)	Sold for Setting. (6)	Sold for Table. (7)	Set for hatching. (8)	Broken and fed to chicks. (9)	Transfer. (10)	Balance on 31st March 19 . (11)

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